

LIFESAVING SOCIETY MANITOBA

Job Opportunity – Special Projects Officer

Under the direction of the Executive Director, the Special Projects Officer will be responsible for delivering Lifesaving Society Training courses and Water Smart® Public Education programs across Manitoba. This position will support strategic goals, initiatives and overall mission of drowning and injury prevention through a multi-disciplinary team approach that strives for innovation, excellence and efficiency.

Time Commitment & Working Conditions

- Full Time – Permanent;
- 34 hours per week;
- Travel to rural and remote communities in Manitoba will be required;
- Work may involve irregular hours, including weekends and holidays.

Key Responsibilities

- Act as a positive ambassador for the Society;
- Contributes to a respectful workplace environment and team player;
- Assists with program delivery, including:
 - Northern Water Smart & Winter Smart programs;
 - English as an Additional Language presentations;
 - Lifejacket Loaner program;
 - Community Water Safety Grant program;
 - Ambassador at public education events;
- Promotion of Society programs and projects, including:
 - Swim Transition project;
 - Development of training programs for Northern instructors;
 - Development of training programs and support materials for affiliates;
 - Conducting affiliate visits and relationship building;
 - May assist with media interviews as required.
- Delivery of Society training programs:
 - Bronze Medals;
 - First Aid & CPR;
 - Leadership Courses;
 - Vocational Training Courses.
- Provides customer service and administration support, including:
 - Answering and directing phone calls, including answering general questions;
 - Corresponding with affiliates, individual members, and the public;
 - Prepare progress and statistical reports as required;
 - Other duties as assigned.

Required Qualifications & Skills

- Minimum 3 years working in a similar role or equivalent;
- Valid Class 5 (Full) Manitoba driver's license (or equivalent);
- Current National Lifeguard and Standard First Aid & CPR-C certifications;
- Current Lifesaving Society – Swim for Life®, Lifesaving, and First Aid Instructor certifications;
- Minimum two years of experience teaching in group instruction settings;
- Excellent English language communication skills, both oral and written;
- Demonstrated competency with computer system, including Microsoft Office and Adobe Acrobat;
- Ability to adapt and respond quickly to change in a dynamic workplace;
- Self-motivated and detail oriented;
- Ability to work independently with minimal supervision;
- Proof of full COVID-19 vaccination status as set out by Manitoba Health;

- Criminal Record and Child Abuse/Vulnerable Persons Registry checks.

Asset Qualifications & Skills

- Post-secondary education or specialized skills training;
- Lifesaving Society – National Lifeguard Instructor/Examiner certification;
- Lifesaving Society – Trainer appointment (any stream);
- Previous experience travelling to rural or remote locations in Manitoba;
- Previous experience working with diverse cultures and groups;
- Previous experience with program design and development;
- Fluency in a second language, especially a North American Indigenous language.

Training Provided

- Pleasure Craft Operator Card; Lifesaving Society B.O.A.T. Instructor;
- National Lifeguard and Examiner Certifications; Lifesaving Trainer appointments.

The Lifesaving Society is committed to providing an inclusive environment where diversity is welcomed and encouraged. If you require accommodation during any part of the recruitment or selection process, please reach out.

Please submit your cover letter, resume and salary expectations to Stacey Grocholski, Executive Director: Stacey.grocholski@lifesaving.mb.ca by Friday, July 15, 2022.