



LIFESAVING SOCIETY
SOCIÉTÉ DE SAUVETAGE

The Lifeguarding Experts
Les experts en surveillance aquatique

LIFESAVING SOCIETY NOVA SCOTIA

Job Opportunity – Swim to Survive and HR Coordinator

As the Swim to Survive and Human Resource Coordinator, you will be responsible for the coordination of the Swim to Survive program in Nova Scotia. Sometimes this means helping schools to arrange transportation to a pool or getting in the pool yourself to teach grade three students about water safety. Additionally, you will be the first point of contact for many of the Society's part-time employees that are teaching lessons or lifeguarding special events and Nova Scotia Lifeguard Service beaches. Consideration for the position will begin on May 16, 2022

Questions about the position can be addressed to hr@lifesavingns.ca

Time Commitment & Working Conditions

- Full Time – Permanent Position;
- 35 hours per week;
- Work may occasionally involve flexible hours.

Key Responsibilities

- Human resources:
 - Manages payroll and human resources for the Lifesaving Society and Nova Scotia Lifeguard Service.
 - Manages/Recruits/hires/trains employees and volunteers.
 - Represents Society according to the Code of Conduct.
- Swim to Survive
 - Coordinates schedules for schools
 - Communication with school board representatives/teachers/principals as needed.
 - Creates action plan with individual affiliates to identify role in Swim to Survive training
 - Creates instructor schedule and coordinates with part-time instructors
 - Identifies leaders for pool sessions
- Assist with special events such as Lifesaving Sport, rent a guard, and Annual General Meeting
- Dependent upon qualifications may assist with delivery of Society programs.

Required Qualifications & Skills

- Recreation degree or equivalent experience plus three years of management experience
- Aquatic Programs expertise
- QuickBooks, Word, Excel, Outlook Basic bookkeeping and accounting procedures
- Ability to work without direct supervision
- High degree of organization and time management
- Above average interpersonal skills
- Use a vehicle and a valid driver's license is required
- Criminal Record and Child Abuse/Vulnerable Persons Registry checks.

Asset Qualifications & Skills

- Lifesaving Society, Nova Scotia Lifeguard Service, and Swim to Survive Experience an asset
- Previous experience working with diverse cultures and groups;

Wages & Benefits

- Annual salary of between \$37,000 and \$42,000, plus benefits;

To apply, please submit your cover letter and resume to the Lifesaving Society Hiring Committee, hr@lifesavingns.ca