



JOB DESCRIPTION

TITLE: Summer Program Coordinator
DATE: January 5, 2017
SUPERVISED BY: Lifesaving Society Program Manager
SUBORDINATES: All Swim to Survive instructional staff employed by the Lifesaving Society

JOB SUMMARY

Under the supervision of the Lifesaving Society Program Manager, the **Summer Program Coordinator** will oversee and promote drowning prevention programs, community projects, and leadership courses offered during the summer across the province. The **Summer Program Coordinator** will also be responsible for performing site visits to summer programs throughout the province, and provide operational support and advice where possible. The **Summer Program Coordinator** will oversee the Swim to Survive Grade three program during the months of May and June in conjunction with the Lifesaving Society Program Manager, including direct delivery, hiring, recruitment and training of instructors, and providing administrative support.

NOTE: This position will be contingent upon the procurement of provincial/federal government student grant funding. Qualifying applicants must have been enrolled in a full time program for at least one semester during the 2016-17 school year, and must be returning to full time studies for the 2017-18 school year.

JOB DUTIES

1. Aquatic Programming – Swim to Survive

Manage instructor schedules. Provide administrative support to Swim to Survive courses throughout the province, including certificates and feedback from stakeholders. Recruit and train new instructors when necessary. Participate in as many courses as possible as an instructor or supervisor. Develop travel plans with instructors.

2. National Drowning Prevention Week

Organize (in partnership with the Public Education Officer) and manage the Lifesaving Society's drowning prevention week activities using a variety of events and opportunities to get the message of drowning prevention out to the public.

3. Summer program support

Provide support to summer affiliates of the Lifesaving Society through direct training, site visits, and safety plan support and assistance. Perform safety inspections at select sites.

4. Special events

Participate in and assist with organization of all special events held by the Lifesaving Society and Nova Scotia Lifeguard Service, including open water swims, Lifesaving Sport Competitions, and drowning prevention initiatives.

5. Program Quality Control

Help to maintain program standards as indicated by the Lifesaving Society through monitoring staff performance (with NSLS staff and for summer affiliates), enforcing program policies, and assisting with training and program promotion when necessary.

6. General Administration

Assist with general office operations at the NSLS office. Completes all necessary paperwork associated with running programs (i.e.: submits test sheets, course rosters, and exam sheets).

JOB SPECIFICATIONS

1. National Lifeguard & First Aid Instructor/Examiner preferred, but not required
2. National Lifeguard Certification.
3. At least one year of experience as an instructional program supervisor.
4. Excellent organizational, verbal, and written communication skills.
5. Proven teaching ability.
6. Access to a vehicle may be necessary.
7. All Lifesaving Society Employees 18 years of age and over will undergo a Criminal Records Check.

WORKING CONDITIONS

1. Based out of the NSLS Office
2. Travel required for Swim to Survive, site visits, special events and NSLS Training Camp.
3. Will be required to work occasional weekends to assist with Special Events.
4. Will work without direct supervision at times.

REMUNERATION

2017 Rate: \$16.00 hourly 35 hour week

TERM OF EMPLOYMENT

Approximately April 18 to August 26, 2017

APPLICATION PROCESS

To apply, please submit online application, a resume with covering letter citing the position desired to:

Nova Scotia Lifeguard Service

14 Purcells Cove Road, Halifax, N.S. B3N 1R4

Fax: (902) 477-6216

Job postings and other information can be found on the Nova Scotia Lifeguard Service website at:

www.nsls.ns.ca/employment

All Applications must be received no later than **March 6, 2017 at 5:00 PM AST.**

Employment for this position will be subject to available provincial/federal government funding.

The Nova Scotia Lifeguard Service is a contracted service of the Nova Scotia Department of Health and Wellness by the Lifesaving Society Nova Scotia Branch