

**Program Director**  
**employment opportunity**

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### **The Lifesaving Society**

For over 100 years the Lifesaving Society has been Canada's 'Lifeguarding Experts'. The Society works to prevent drowning and water-related injury through lifesaving training programs, Water Smart® public education, aquatic safety management services, water incident research, and lifesaving sport competitions.

**The Lifesaving Society Alberta and Northwest Territories seeks a Program Director** to provide leadership and direction to achieve results for the educational and training programs through collaboration with the Society's staff and volunteers.

We are looking for an energetic and skilled Program Director who seeks a challenging and compelling position; someone who is an excellent communicator who can build and strengthen relationships inside and outside of the Society through personal integrity and team work.

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### **Position Type**

- Permanent, full-time position (36.25 hours/week)
- Able to work nights and weekends outside the regular office schedule when required
- Full benefits package
- Edmonton based
- Salary to commensurate with education and experience

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### **Major Functions**

This position will give applicants the opportunity to plan, develop, implement and support Society programs and services and will give them insight into the non-profit/voluntary sector as a career choice.

The Program Director performs a wide range of duties including:

- Maintain Program support systems for new and existing programs; evaluate and develop program revisions aligning with standards and guidelines
- Develop and sustain professional liaison with affiliates, leadership volunteers, members, and the public in the areas of swimming, lifesaving, first aid, lifeguarding and leadership
- Ensure the appropriate and adequate leadership coverage is provided to engage volunteers and work teams
- Monitor input sources and act on opportunities consistent with the Society's mandate and priorities; increase access for new and existing programs
- Evaluate potential assets and liabilities of project proposals and assess potential difficulties to the Society
- Develop training centres to promote excellence and ensure quality assurance
- Write and edit publications and reports; demonstrate attention to detail
- Protect the intellectual property, visual and professional identity of the Society
- Represent the Society at events/functions as required

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### Qualifications

Possession of the following qualifications, skills and experience will facilitate successful performance of the major functions. The ideal candidate:

- Holds a University degree or diploma, and/or experience in a related field
- Is skilled in both written and oral forms of communication, including computer literacy with keyboarding skills and functional knowledge and experience using common software programs
- Proven organizational ability and capability to work unsupervised. Ensures priorities are met through objectives and work plans. Works well in a fast-paced environment and is adaptable to change
- Understands aquatic recreation industry needs and related Alberta and Northwest Territories legislation; is familiar with the Affiliate delivery system
- Has experience reporting, managing projects, critical path development and monitoring outcomes
- Has a minimum of 5 years' experience in sport/recreation and aquatic industry
- Must be experienced as a Lifesaving Society Instructor Trainer; Branch Trainer status is preferred

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### Personal Characteristics & Competencies

The Program Director should demonstrate competence in some or all of the following:

**Behave Ethically:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others are consistent with these standards. Candidate aligns with the values of the organization

**Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization

**Communicate Effectively:** Speak, listen and write in a clear, thorough, and timely manner, using appropriate and effective communication tools and techniques

**Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters

**Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness

**Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization

**Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities

**Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results

**Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem

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### Résumé Submission Guidelines

Please forward Cover Letter with Résumé (PDF for email submission) to Barbara Kusyanto, CAO.

**Fax or Email:**

780-427-9334 or [experts@lifesaving.org](mailto:experts@lifesaving.org)  
Subject Line: Program Director application

**Mail:**

11759 Groat Road  
Edmonton, Alberta T5M 3K6 Canada

*The Lifesaving Society is committed to employment equity. We welcome applications from all qualified people. Only those selected for an interview will be contacted*