



LIFESAVING SOCIETY®
SOCIÉTÉ DE SAUVETAGE

The Lifeguarding Experts
Les experts en surveillance aquatique

Lifesaving Society Canada (LSC) is a non-profit volunteer-based organization with over 100 years of experience as the "lifeguarding experts" working to prevent drowning and water related injury. Annually, over 1.7 million Canadians participate in our swimming, lifesaving, lifeguard and leadership training programs. As Canada's lifeguarding expert, the Society sets the standard for aquatic safety and certifies Canada's National Lifeguards.

Lifesaving Society Canada (LSC) is looking for a Program Coordinator on a contract basis who will support the operational work of the Society's Training Program, Safety Standard and Public Education Commissions.

Job Type:	Part-time (18 hours/week) ending December 31 st , 2026.
Location:	Remote within Canada, occasional travel within Canada may be required.
Reporting to:	Interim Chief Executive Officer (CEO)
Salary & Benefits:	Contract at \$40/hour plus HST
To apply:	Send resume and cover letter in confidence to Wendy Schultenkamper, Interim CEO at wschultenkamper@lifesaving.ca
Application Deadline:	5:00 p.m. (Eastern) February 24, 2026 (mark Subject Line as Program Coordinator)

Duties Description

Key Responsibilities

To support the operational work of the national Training Program, Safety Standard and Public Education Commissions.

- Commission Meeting Attendance
 - Public Education Commission meetings are held on the second Tuesday of every second month.
 - Safety Standard and Training Program Commission meetings are held on the second Wednesday of each month.
 - Attendance may be required on operational sub-committees as determined by the Commissioners.
- Commission Support
 - Call for agenda items, development of agendas and taking minutes for each of the three Commissions. Scheduling any additional meetings as needed.
 - Monitors the progress of current projects including timelines, status updates, and identifies areas requiring corrective action or efficiency improvements for increased productivity.
 - Other Commission-related duties and responsibilities as they arise through to December 31st, 2026.
- Related Duties
 - Prepares report(s) for various stakeholders.
 - Represents the Society at national tables, conferences and events when required.
 - Responds to technical requests e-mailed to experts@lifesaving.ca

Qualifications & Experience

- Education and Certification
 - Lifesaving Society Swim, Lifesaving and/or National Lifeguard Trainer certifications.
 - To successfully perform this job, the individual should have excellent working knowledge of the MS Office suite and be computer literate.
- Experience
 - A comprehensive understanding of the mission and mandate of the Lifesaving Society through previous related experience is an asset. This role is ideal for an individual who has previous experience as a Lifesaving Society Branch staff member or national Commission volunteer.
- Skills and Competencies
 - Self-directed individual with an ability to manage multiple projects simultaneously.
 - Exceptional interpersonal skills to include demonstrated conflict resolution skills.
 - Established skills in consensus building and integrating volunteer leadership and multiple stakeholders into the decision-making process.
 - Excellent organizational skills and the ability to successfully achieve project deadlines.
 - The ability to read, write and interpret complex documents.
 - Proficiency in English, both written and spoken, is required. French-English bilingualism is considered an asset.

Work Conditions and Responsibilities

- Program software and travel expenses necessary to carry out the mandate are the responsibility of the Lifesaving Society Canada.
- Workspace, technology, and IT support, other than LSC software, are the responsibility of the contractor.

Term and Reporting

- The contract term will be immediate to December 31st, 2026, with a possible extension.
- The Program Coordinator will report directly to the Interim Chief Executive Officer.