



Assistant Director: Technical Operations Officer

Supervised By: Director, Nova Scotia Lifeguard Service

Subordinates: Area Supervisors and Beach Captains with regard to specific responsibilities

Job Summary

Under the supervision of the Director, controls the operational aspects of the organization related to equipment, staff training, quality assurance, and special events management. The Assistant Director works as part of the senior management team to oversee all staff training, beach equipment maintenance and distribution, quality of beach supervision, and special events. The Assistant Director represents the Director as required.

Job Duties

1. Beach Equipment Management
 - a) Designs, implements and documents a system to ensure the distribution of beach equipment to all NSLS beaches. Coordinates equipment needs, investigates suppliers, and prepares requisitions.
 - b) Ensures that equipment needs are met for all special events such as NSLS Training Camp, Surf League, etc.
 - c) Enforces policy to staff. Is accountable for decisions made in the Director's absence.
 - d) Oversees necessary maintenance of all lifeguard and related equipment.
2. Special Events Management
 - a) Assists with management of the Lifesaving Sport League under the supervision of the Director.
 - b) Coordinates and supervises all NSLS Community Service initiatives including Drowning Prevention Day.
 - c) Coordinates other special events such as Open Water Swim, Triathlon Supervision and requests for lifeguards at special events.
 - d) Works with Director to coordinate NSLS Training Camp and Canadian Surf Lifesaving Championship team.
3. Quality Assurance
 - a) Informs NSLS staff of policies related to beach supervision.
 - b) Ensures that policy related to beach supervision is upheld at all NSLS sites.
 - c) Ensures staff are trained and meet NSLS standards
 - d) Contributes to the development and dissemination of NSLS Staff newsletter
 - e) Manages uploading of daily conditions to NSLS website.
 - f) Coordinates NLS Exams for all NSLS staff.

4. Assists with other NSLS functions such as sponsorship, policy development, planning, job analysis, and training and development programs.

Job Specifications

1. A degree or student in education, recreation or sports administration. A concentration in human resource management would be considered an asset.
2. Certification as an NL Instructor/Examiner preferred.
3. Theoretical knowledge and/or experience of accounting principles, inventory control, personnel management, and office protocol. Ability to prioritize and manage workload efficiently and without direct supervision.
4. Working knowledge of PC applications such as Word, Excel, Access and familiarity with Windows 10 and a network environment.
5. A thorough understanding of NSLS policies and procedures.
6. A high degree of mental alertness for long periods of time.
7. All NSLS Employees 18 years of age will undergo a Criminal Records Check.

Working Conditions

Regular business hours of operation are Monday to Friday, 9:00 a.m. to 5:00 p.m. Some weekend work during Special Events may be necessary. Hours may vary and occasional travel to beach sites may be necessary.

Remuneration

\$745 weekly

Term of Employment

Approximately May 23 – September 13, 2017