



Special Events Officer

Supervised By: Assistant Director: Technical Operations
Subordinates: All beach staff employed at their specific beach sites

Job Summary

Under the supervision of the NSLS Assistant Director, the Special Events Officer will provide support to the NSLS management through assisting with the organization of special events and carrying out assigned administrative responsibilities. The Special Events Officer will work under the direction of the Assistant Director Technical Services.

Note: This position will be contingent upon the procurement of federal government student grant funding. Qualifying applicants must have been enrolled in a full time program for a t 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. Assist with the organization of Open Water Swim Championship
Under the direction of the NSLS management, work in conjunction with the organizing committee to aid in promotion, organization, administration of the Open Water Swim Championship.
2. Provide administrative and on-site support to the Nova Scotia Lifesaving Sport Events
Under the direction of the Assistant Director Technical, provides assistance in promoting, organizing, administering and operating all competitions on the Nova Scotia Lifesaving Sport events.
3. Provide administrative and on-site support to the NSLS Training Camp
Under the direction of the NSLS management, work in conjunction with the organizing committee to aid in promotion, organization, administration, and operation of the NSLS Training Camp.
4. Provide administrative and on-site support to the organization of the 2017 Canadian Surf Lifesaving Championship
Works in conjunction with the organizing committee to aid in promotion, organization and administration of Team Nova Scotia attending the Canadian Surf Lifesaving Championship.
5. Coordinate lifeguard services for outside agencies such as schools, day camps, triathlons, etc.

Coordinates lifeguard services as requested, for community events. Ensure log of events attended is completed.

6. General administrative support

Under the direction of the Assistant Director, provides support in assigned administrative areas such as equipment, payroll administration, accounting, personnel management, and communications.

7. Program promotion

Works in conjunction with NSLS management to promote NSLS events and programs. Organizes beach information for promotion on the NSLS website. Works in conjunction with the Lifesaving Society to help disseminate National Drowning Prevention Day information.

Job Specifications

1. Demonstrated knowledge of lifesaving sport, its governance and infrastructure.
2. Currently enrolled in a undergraduate degree in commerce, business, or sports administration.
3. Theoretical knowledge 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 MS Office 2010, and familiarity with Windows 10 and a network environment.
5. National Lifeguard and Standard First Aid/CPR certification and a knowledge of Lifesaving Sport (preferred).
6. A thorough understanding of NSLS policies and procedures.
7. Excellent organizational, verbal, and written communication skills
8. All NSLS Employees 18 years of age and over 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. Occasional weekend work.

Remuneration

\$16/hour (35 hours/week)

Term of Employment

May 23 – August 26, 2017.