



Youth Development and Safety Officer

Supervised By: Assistant Director: Technical Operations
Subordinates: All instructional staff employed at NSLS beach sites

Job Summary

Under the supervision of the NSLS Assistant Director, the Youth Development and Safety Officer will oversee and promote all instructional programs, community projects, and leadership courses offered at NSLS beaches. The Youth Development and Safety Officer will also be responsible for ensuring staff adhere to the Nova Scotia Lifeguard Service's occupational health and safety regulations at all NSLS beach sites through staff education and supervision.

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 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**
Develop summer schedules for aquatic programs offered at all NSLS beaches, specifically, Swim To Survive, Lifesaving Swim lessons at waterfronts, and Junior Lifeguard, Star Patrol, Bronze training, and leadership courses at all NSLS beach sites.
2. **Program Promotion**
Work with local media to promote NSLS beaches through distribution of program information via press Releases. Organize promotional information for promotion on the NSLS website. Works in conjunction with the Lifesaving Society to help disseminate National Drowning Prevention Day information to supervised beaches.
3. **Beach Conditions Promotion**
In conjunction with the Assistant Director, Administration develops and administer a plan to ensure that beach conditions from all NSLS sites are uploaded to the NSLS website on a daily basis.
4. **Program Quality Control**
Help to maintain program standards as indicated by the Lifesaving Society through monitoring staff performance, enforcing program policies, and preparing formal performance appraisals for lifeguards/instructors.

5. **General Administration**

Ensures lifeguards/instructors are fulfilling all administrative responsibilities, including continuous evaluation, updating worksheets, preparing report cards, and submitting time sheets. Ensures beaches are well stocked with instructional supplies and orders additional supplies when necessary. Completes all necessary paperwork associated with running programs (i.e.: submits test sheets, course rosters, and exam sheets).

6. **Occupational Health and Safety**

Ensures all NSLS employees adhere to NSLS occupational health and safety requirements through conducting staff education sessions and monitoring behavior. This person will assist in the coordination of beach water quality testing procedures.

Job Specifications

1. Knowledge of human resource management and public relations.
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 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