



**LIFESAVING SOCIETY®**  
**SOCIÉTÉ DE SAUVETAGE**

*The Lifeguarding Experts*  
*Les experts en surveillance aquatique*

**Sports Coordinator**

The Sports Coordinator will coordinate all aspects of the lifesaving sports programs and events within the organization. This role involves working with the Sports Commission to coordinate capacity building, planning, organizing, and overseeing sports activities, liaising with coaches, officials, participants, and stakeholders, and ensuring the successful delivery of sports events and programs. The Sports Coordinator is an ex-officio member of the Sports Commission, its committees and is responsible for the coordination of the Sports Commission annual workplan.

Job Type: Permanent Full-Time  
Location: Working from Home  
Reporting to: Chief Operating Officer (COO)  
Salary & Benefits: \$60,000 to \$65,000 plus benefits  
To apply: Send Resume and Cover Letter in confidence to [Nina@lifesaving.ca](mailto:Nina@lifesaving.ca)  
Application Deadline: By 5 p.m. Eastern- March 7, 2025

**Job Description**

**Requirements**

**Education & Experience**

- University or College degree in Sports management, recreation, or relevant field.
- Minimum of three years of experience in sports management and coordination or a similar position.

**Competencies & Skills**

- Self-directed individual with strong writing skills in both French and English.
- Experience with web CRM technology and proficient in social media management.
- Ability to manage multiple projects simultaneously.
- Exceptional interpersonal skills.
- Experience in lifesaving sport is considered an asset.

## Responsibilities

### **Program Management:**

- Works with the Commission to establish policies and regulations, plan, organize, and oversee sports programs and activities.
- Develop and implement schedules for championships, national team, and commission/committee meetings.
- Coordinate athlete, coach and official registration processes, including participant enrollment and payment.
- Assist Branches with capacity building to increase clubs and athlete participation.

### **Event Coordination:**

- Assists the COO in the development of hosting agreements and other contracts.
- Coordinate national sports events, including logistics and venue booking in collaboration with host branch.
- Ensure all events comply with relevant provincial/territorial, national and international regulations, LSC bylaws and policies, and safety standards.
- Work with event coordinators and marketing and communications teams to promote events and programs.
- Assists the Corporate Partnerships and Lobbying Consultant in lobbying the federal government and corporate partners for sport funding.

### **Stakeholder Communication:**

- Act as the primary point of contact for the sports commission and committees, coaches, officials, and host branch.
- Provide regular updates and information to the commission and COO regarding program details and event schedules.
- Address and resolve any issues or concerns raised by participants or stakeholders.

### **Team and Volunteer Management:**

- Coordinate the recruitment, training, and management of volunteers and staff involved in national sports programs and events.
- Assign roles and responsibilities to ensure effective teamwork and efficient event operations.
- Provide support and guidance to coaches and team members.

### **Budget and Resource Management:**

- Assist the CEO in the development and management of program budgets.
- Ensure effective allocation and utilization of resources, including equipment and facilities.
- Monitor expenses and maintain accurate financial records.

### **Compliance and Safety:**

- Collaborate with host branch to ensure all programs and events adhere to relevant bylaws, policies, provincial/territorial, national and international health and safety regulations.
- Implement risk management strategies and conduct regular safety audits.

- Ensure participants and staff are aware of safety protocols and procedures.

**Reporting and Documentation:**

- Maintain comprehensive records of program activities, participant information, and event outcomes.
- Provide regular reports to senior management on program performance and progress.
- Document and analyze feedback to improve future programs and events.

**Work Environment**

Lifesaving Society Canada's Employee Policy Manual offers employees a comprehensive benefits package and professional development opportunities. Our national employees work from home on a four-day work week schedule. Some travel, evening, and weekend work is required.

**About Us**

The Lifesaving Society Canada is committed to preventing drowning and reducing water-related injuries nationwide. With over 1.7 million Canadians participating in our programs annually, we collaborate with a National Board of Directors, 10 provincial Branches, and multiple committees. Explore our initiatives at [www.lifesaving.ca](http://www.lifesaving.ca).