

Lifesaving Society – Saskatchewan Branch

Job Posting: Education and Training Coordinator

Full-time, permanent position in Regina, SK

Wage: Starting at \$62,500 per annum

Start Date: Fall 2026 and in negotiation with the successful candidate

About the Role

This role supports the delivery and growth of aquatic and leadership programs across the province and helps advance drowning prevention through training delivery, affiliate support, and capacity building.

Key Responsibilities

- Deliver Branch programs and services such as OAST, Swim Instructor, First Aid, and inservice training.
- Support Affiliates and certified members with Society program and aquatic guidance, program compliance, resources, and technical expertise.
- Provide leadership in the development and maintenance of training programs and leadership pathways.
- Support Branch operations, special events, and public education initiatives.
- Prepare reports, maintain program records, and support grant applications.

What We're Looking For

- Lifesaving Society certifications (NLS Instructor/Examiner, Swim & Lifesaving Instructor/Examiner, Trainer or Apprentice Trainer).
- Excellent written and verbal communication skills, with the ability to interact professionally and effectively in diverse learning environments.
- Strong organizational, collaboration, and teamwork skills, with the ability to manage multiple priorities and deadlines.
- Experience with Microsoft Office and social media platforms.

Hours & Requirements

- Some evening and weekend work required
- Valid Class 5 Driver's License and reliable vehicle required
- This position involves travel and overnight stays across the province to various communities
- Criminal Record Check will be required of the successful candidate

Apply to:

Lifesaving Society Saskatchewan Branch

C/O Shelby Rushton

srushton@lifesavingsociety.sk.ca

Use Subject Line: **Job EDTC**

Application deadline is September 30, 2026, at 2:00pm. Only candidates selected for interviews will be contacted.