



LIFESAVING SOCIETY

The Lifeguarding Experts

DATE: July 21, 2010
TO: Area Chairs, Council Members and Ontario Staff
FROM: Heather Williams, Member Services Manager
RE: **Job Vacancy – Awards Processor, 1-2 Year Contract**

Ontario

The Lifesaving Society is currently seeking a qualified person to join our Awards Processing team to process certifications for our training and leadership programs. This is a one- to two-year contract position working full-time from the Society's headquarters in the Greater Toronto Area. This is an internal posting; applications from Ontario Council Members, Area Chairs and Lifesaving Society Branch Staff are welcomed. The Lifesaving Society offers a competitive salary.

Those interested in applying for the position should submit a resume in confidence:

Mail to: *Employment Opportunity - Att'n: Heather Williams, 400 Consumers Road, Toronto, Ontario M2J 1P8*

E-mail to: jobs@lifeguarding.com; or

Fax to: 416 490-8766. (Confidentiality of resumes submitted by fax cannot be guaranteed.)

Application deadline is August 6, 2010.

Attached is a job description, skills and experience for the Awards Processor contract position. Further information can be obtained from Heather Williams.

Reg. Charity No. 10809 7270 RR0001

400 Consumers Road
Toronto, Ontario M2J 1P8 Canada

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AWARDS PROCESSOR

One- to Two-Year Full-time Contract Position

PURPOSE: To provide clerical support for the Society's training and leadership programs.

MAJOR FUNCTIONS:

1. Provide courteous and prompt telephone and visitor reception, and customer service.
2. Execute the day-to-day operation of training and leadership programs award processing using a computerized database management program including:
 - Process test sheets and leadership recertification/reappointments according to current policies.
 - Maintain member records, electronic and hard copy files. File and retrieve documents.
 - Issue replacement cards to qualified individuals and process payments.
 - Transfer member records to other Branches.
 - Package and issue awards.
 - Prepare reports as required.
 - Primary responsibility to receive and enter test sheet batches from e-mail, fax and Canada Post.
 - Primary responsibility to process plastic BOAT card queues from other Branches.
 - Primary responsibility to update of Ontario records with transfers from other Branches.
 - Backup responsibility to process first aid equivalencies from Canadian Ski Patrol, Canadian Red Cross, St. John Ambulance according to current policies.
 - Back up responsibility to process Examiner training records.



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SKILLS AND EXPERIENCE

Possession of the following skills and experience should enable the Awards Processor to perform the major job functions successfully. Those marked with an * are required.

Business and Administration:

- keyboarding experience (minimum 50 wpm) *
- alpha-numeric data entry experience in a Windows environment *
- experience servicing clients in person and on the phone*
- knowledge of office procedures and systems
- good communication skills (oral and written)
- experience filing and retrieving files
- functional experience using Microsoft Office (primarily Word, Outlook)
- knowledge of Lifesaving Society training programs as asset

Personal:

- organized, detail oriented, accurate, thorough
- independent worker – able to work on own with initiative with minimal supervision
- team player
- good people skills