



LIFESAVING SOCIETY®

The Lifeguarding Experts

Lifesaving Society - Saskatchewan Branch is Hiring!

Position: Public Education Leader/Office Assistant

Description: This is a full-time (35 hrs./week) summer position starting in spring of 2026 through to August 21, 2026 with the potential to extend into the fall and winter on a part-time basis. This position is based out of the Regina Branch office but day trips to various areas of the province will be required. (rental vehicle supplied)

Hours of Work: This position is primarily Monday to Friday, but some evening and weekend work will take place for the delivery of public education.

Wage: \$21.00/hour

Application Deadline: March 16, 2026, at 2:00pm

Duties Include but Are Not Limited To:

- Development of public education presentations and tools
- Coordination and scheduling of public education to various organizations
- Presenting public education content and leading public education activities to various age groups
- Set up and take down of presentation displays/booths
- Office reception and data processing
- Assisting with shipping and receiving
- *a full list of the job duties will be provided at the time of interview

Required Skills:

- Minimum of high school diploma or equivalent
- Current Standard First Aid certification
- Valid Saskatchewan Driver's License
- Customer service experience
- Ability to work on their own as well as a team
- Working Knowledge of Microsoft Office programs (Excel, Word, Outlook)
- Good verbal and written communication skills and comfort speaking in public

*Preference will be given to candidates with training and knowledge of Lifesaving Society programs.

A criminal record check will be required of the successful applicant.

Please apply in confidence with cover letter and résumé to the Lifesaving Society Office:

Email: srushton@lifesavingsociety.sk.ca with Subject Line: Public Education 2026 posting

Phone: (306)780-9255

Website: www.lifesavingsociety.sk.ca