



Canada Artistic Swimming is inviting applications for a one year, full-time contract position for:

## **Safety in Sport Coordinator**

### **OVERVIEW**

Reporting to Canada Artistic Swimming's (CAS) Chief Executive Officer (CEO), the Safety in Sport Coordinator is responsible for the coordination of safe sport and coaching education and development programs and projects as assigned. This contract is from October 14, 2019 to October 9, 2020.

### **SPECIFIC DUTIES**

#### **GENERAL**

- In collaboration with the CEO and PTSO Members, provide leadership for the development and delivery of effective Safe Sport programs with a purpose of seamless delivery of artistic swimming programming throughout the organization
- Provide leadership support for Concussion education and protocol management, and injury prevention, including adoption of a national injury database
- Provides support to Coach education and development initiatives especially in the areas recognized under safe sport
- As directed, participate in the completion of all required sport funding applications and reporting/accountability requirements (including Sport Canada, OTP...) as related to Safe Sport programs and initiatives
- Performs such other administrative duties as may, from time to time, be requested by the CEO in order to best ensure the realization of the operational and strategic objectives.

#### **SAFE SPORT PROGRAM COORDINATION**

- Assist the CEO with various types of communication related to safe sport programming
- Work with PTSO leads to develop streamlined approach to managing the complaint process
- Liaise with and provide administrative support as appropriate to the CAS Safe Sport Officer and other service providers as necessary
- Manage the organization's on-going requirements related to Respect in Sport training and mandatory screening

#### **CONCUSSION AND INJURY PREVENTION**

- Review existing and develop new concussion prevention educational materials, maintain library of information and links on CAS website

- Work with selected service provider to implement and maintain a national injury database, collate data submitted by clubs and PTSOs and develop recommended modification to training to reflect findings

### **COACHING DEVELOPMENT AND CERTIFICATION**

- Assist with the implementation of on-going coaching development opportunities including but not limited to: webinars, competition workshops, and coaching conferences and workshops
- Provide support to PTSO Members and coaches for the CAS Registration system, the CAC Locker and other certification tracking systems

### **CORE COMPETENCIES**

- Has a sport philosophy that demonstrates and supports Canada Artistic Swimming's Safe Sport policies and practices
- Has a thorough understanding of the Coaching Association of Canada (CAC) NCCP Coaching Certification Program
- Strives to be "leading edge" and innovative, continually researching and seeking opportunities to improve systems and products
- Proven ability in developing strategies and proposals, defining requirements, developing and executing work plans, preparing reports and various types of documents and presentations
- Demonstrated ability to work collaboratively as a member of a team of dedicated professionals in the pursuit of common goals
- Demonstrated evidence of exceptional professional behaviour
- The ability to work effectively in both English and French is an asset

### **QUALIFICATIONS, EXPERIENCE AND KEY SKILLS**

- A minimum of an undergraduate degree in Sport, Business or related field, or demonstrated equivalent experience and development
- HR Program Experience or training considered an asset
- Five years of progressive sport program and/or project management experience.
- Skills in and knowledge of the MS Office Suite is required. Ability to work with wordpress websites an asset
- Excellence in organizational management with the ability to work effectively on a diverse staff team or independently, manage, and develop athlete programs, set and achieve objectives, and manage a budget;
- Strong written, verbal and listening communication skills; a compassionate communicator with excellent interpersonal and multidisciplinary project skills;
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning;
- Passionate, possessing great integrity, a positive attitude, is mission-driven, and self-directed.
- Experience working with volunteers is an asset

## **ADDITIONAL JOB REQUIREMENTS**

- Ability to travel as required in order to meet the needs of the position.
- Ability to work overtime as required in order to meet the fluctuating needs in a timely manner.

## **COMPENSATION**

- The compensation package will be based on the successful candidate's qualifications and experience.

## **APPLICATION PROCESS**

- Apply in confidence by sending your cover letter and resume by September 18, 2019 to Jackie Buckingham, CEO, at [jackie@artisticswimming.ca](mailto:jackie@artisticswimming.ca)