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## JOB ADVERTISEMENT

### Coordinator, Safe Sport and Education Speed Skating Canada

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**“To challenge and inspire Canada to thrive through the power of speed skating”**

Speed Skating Canada (SSC), the national governing body for the sport of speed skating in Canada, is looking for an enthusiastic individual for the newly created position of Coordinator, Safe Sport and Education. Reporting to the Manager, Sport Development, ***the successful candidate will play a critical role in achieving Speed Skating Canada’s strategic business priorities by facilitating a safe sport environment and supporting the cultivation of knowledge for sport leaders.***

Specific areas of responsibility will include:

#### Safe Sport

- Monitor the reporting and resolution procedures for misconduct complaints and general complaints
- Support the investigation process – either internally or in collaboration with an independent third party – and report on results of the process
- Identify gaps in the organization’s safe sport policies, procedures and programming and provide recommendations for improvement
- Monitor, track and assist with enforcement of screening processes

#### Sport Injuries

- Monitor reporting and tracking of injuries in the field of play and the Daily Training Environment (DTE)
- Identify injury trends based on field of play and DTE reporting
- Review and maintain injury reporting and tracking protocols, ensuring that they reflect current and emerging trends

#### Member Training and Education

- Assess emerging tools and trends in education, training, and development, and provide recommendations to address gaps or improve on current systems
- Maintain a resource library of education, training, and development materials
- Support the development of new training and education content, including integration into the appropriate stakeholder pathway
- Support the delivery of training and education initiatives for all stakeholders (including athletes, coaches, officials, volunteers, and staff)
- Collect and report on data to monitor completion / uptake of training and education initiatives
- Support and document the certification processes for coaches and officials



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- Coordinate communications with stakeholders relating to training and education initiatives

**The ideal candidate will possess:**

- Relevant education and/or experience in education and training;
- Strong organization, interpersonal and communication skills;
- Understanding of e-learning platforms, learning management systems, and data collection and tracking tools (e.g., NCCP Locker);
- Working knowledge of virtual office and training environments;
- Comfortable working with visual assets (photo, video, graphic design)
- An ability to communicate fluently in both French and English; and
- A passion for sport (knowledge and involvement in speed skating at any level would be preferred).

**Working conditions for this role include:**

- Preferred work location based in Ottawa, Montreal, Calgary, or Quebec City
- Some travel may be required; and,
- Some weekend work may be required.

To further explore this opportunity, please submit your resume and cover letter to the contact listed below.

**The application deadline is July 15, 2021.**

**CONTACT**

David Morrison

Manager, Sport Development

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