



<b>Job title</b>	Manager, Safe Sport
<b>Reports to</b>	Director, Domestic Sport

### Job purpose

Alpine Canada Alpin (ACA) is a leading National Sport Federation in Canada, supporting our alpine, para-alpine and ski cross teams. The core purpose of this role is to establish best practices, policies and training to more fully embed a Safe Sport culture and supportive actions across ACA and the greater ACA community. This community spans ACA's national team athletes and staff in Alpine, Ski Cross and Para-Alpine. The community also includes all ACA support staff, contractors, and our Provincial/Territorial Sport Organizations (PTSOs): clubs, staff, coaches, volunteers, athletes and parents.

Additionally, this position, as part of the Domestic Sport team, will collaborate with the Senior Manager, Coach Education, Senior Manager, Domestic Services and Manager, Domestic Services & Events ski cross on some shared goals and tasks.

### Duties and responsibilities

- Safe Sport Management, including duties related to:
  - Coach Compliance confirmation and reporting
  - Coordination of ACA's Safe Sport Communications
  - Research of best practices and policies already in use elsewhere
  - Creation of policies leading to best practices in ACA and our community (e.g. Drug and Alcohol policy for coaches and staff)
  - Ensuring 100% compliance by ACA staff
  - Monitoring and maximizing ACA-(Canadian Ski Coach)CSC licensing
  - Expansion of ACA compliance oversight with a goal of 100% compliance across our broader community
  - Coordination of our efforts with government agencies and programs
  - Coordination of our efforts with FIS and the Canadian Snowsports Association (CSA) – includes insurance coverage issues
  - Coordination and Communication with our independent, third-party, contact person and process supporter
  - Design, develop and arrange delivery of education to all members of our community (athletes, coaches, volunteers, parents, staff)

- Support to members of the Domestic Sport team:
  - Given the nature of the work of the Domestic Sport team, from time to time tasks will arise requiring support from the Manager, Safe Sport. e.g. large events (World Cup Ski Cross events in Canada), coach education events regarding Safe Sport, reporting Safe Sport aspects related to grants or events, direct communication drives to ensure compliance of our coaches/staff and other duties as required for organization success.

## **Qualifications**

- Substantial knowledge and experience with the growing field of Safe Sport principles and practices
- Awareness of ski racing environments and logistics or with another sport with significant travel and coach/athlete interaction on and off the playing field
- Experience with policy writing and communication
- Exceptional skills at generating insightful Executive Summaries
- Highly organized and efficient
- Strong computer and database skills
- Research and analysis capability
- Team Player and excellent consensus builder
- Excellent communication and interpersonal skills
- Self-Directed and able to succeed with limited supervision
- Bilingual (French/English) preferred

## **Working conditions**

Head office Calgary, Alberta

Travel required for communication with stakeholders and presentations/education events