



**SAFE SPORT AND PROGRAMS COORDINATOR  
CLIMBING ESCALADE CANADA**

Climbing Escalade Canada (CEC) is the National Sports Organization and leader in the promotion and development of competition climbing in Canada for athletes and the extended climbing community. We strive to enable athletes to achieve their high-performance potential in an ethical, equitable and equal competition environment. Every day, we endeavor to live our values of community, transparency, pursuit of excellence, integrity, inclusion and athlete centricity.

As the National Sports Organization for competition climbing in Canada the CEC is primarily responsible for organizing national competitions for the purpose of establishing national champions and qualifying athletes for the Canadian national team representing Canada at international competitions such as the IFSC World Cup series and championships and Olympic events such as Olympics Games, Youth Olympics and Pan-Am Games.

**DESCRIPTION**

The role of the Safe Sport & Programs Coordinator is to support CEC in the implementation of our new Safe Sport Framework and other sport development programs. This is a hands-on role for someone who is energized by being part of a growing organization in an exciting and dynamic sporting community. The successful candidate will play an important role in establishing a positive and safe environment for all participants, regardless of their ages and abilities.

**IMMEDIATE SUPERVISOR:** Executive Director  
**TERM:** December 2020 to June 2021 (7 months)

**KEY RESPONSIBILITIES**

*Safe Sport Framework*

- Support the Executive Director in developing and implementing Safe Sport Policies and Processes
- Communicate Safe Sport requirements to the Provincial Sport Organizations, the coaches, the athletes, and the community at-large
- Develop a volunteer management tracking system
- Collect, manage and follow up on Coaches and Volunteers requirements
- Support implementation of Concussion Protocol
- Follow up on Responsible Coaching Movement check list and other requirements

*Sport Development Programs*

- Manage the development of the CEC Athlete Development Matrix
- Support the CEC NCCP Working Group in developing coaches training framework
- Support the development of the Judge Education e-Learning Module
- Administer the CEC Gender Equity Grant
- Support the Executive Director and High-Performance Director with other sport development programs

#### *General Administration*

- Complete weekly timesheet and monthly reports
- Support updates to CEC website and social media channels
- Report to the Executive Director and the Board of Directors on a regular basis, as established by the Executive Director

#### **PERSONAL CHARACTERISTICS:**

- Initiative and self-motivation
- Ability to work independently with little or no supervision
- Well organized with a strong attention to details
- Excellent interpersonal skills
- Strong communicator
- Ability to prioritize and manage conflicting priorities

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

- Knowledge of Sport Climbing and/or the Canadian sport climbing community;
- Knowledge of Long-Term Athlete Development framework considered a strong asset;
- Ability to think innovatively, strategically, and critically, with proven problem-solving skills, excellent judgment, and is comfortable working in a changing environment;
- Ability to see the sport from a National lens, be aware of personal bias and act in the best interest of all CEC stakeholders
- Must be a strong team player, willing to be an engaged contributor to the CEC team with a positive and professional approach;
- Proficient with Office 365 and productivity software tools
- Bilingualism (English, French) with excellent spoken and written skills in both languages is an asset.

#### **COMPENSATION:**

The CEC Safe Sport & Programs Coordinator will be a contractual position with the CEC and will receive an honorarium of \$14,000 (\$2,000 per month).

#### **CONDITIONS:**

Successful candidate is expected to work from home, and provide his/her own IT equipment. Workload will be variable, and candidate will be requested to provide timesheet and reports. It is estimated that hours will vary between 10 to 20 per week over the 7 months term.

**Deadline for application is November 22, 2020.** Interested candidates should apply by email with a resume and a cover letter to:

Christiane Marceau,  
Executive Director Climbing Escalade Canada  
[cec.ed@climbingcanada.ca](mailto:cec.ed@climbingcanada.ca)