



SAFE SPORT AND EVENTS 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 & Events Coordinator is to support CEC in the implementation of our Safe Sport Framework and to manage the execution of our domestic events. 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 competitive environment for all participants, regardless of their ages and abilities.

IMMEDIATE SUPERVISOR: Executive Director

TERM: September 2021 to May 2022 (9 months)

KEY RESPONSIBILITIES

Safe Sport, Diversity & Gender Equality Lead

- Review annually Screening Policy and Requirements in link with best practices
- Complete annual screening of all CEC volunteers
- Be CEC Contact Person for the Universal Code of Conduct to prevent and address Maltreatment in Sport (UCCMS)
- Develop and implement data collection process of injuries at CEC events
- Implement CEC's Concussion Policy and Protocol
- Support the ED and the Diversity & Inclusion Committee in implementing Gender Equity and Diversity projects

Series Planning

- In collaboration with the ED and the HPD,
 - o Maintain the Competition section of the CEC website, including past results and future schedules
 - o Promote Competition announcements and results on CEC's social media platforms

Events Management

- Oversee the application and selection process of hosting facilities
- Facilitate execution and delivery of event hosting agreements
- Oversee the application and selection process for CEC's officials and setters
- Work directly with the series sponsors on on-site activations and sponsor involvement in the series
- Manage expenses for the series within the budget predetermined

- Act as Technical Delegate for all CEC events
- Work with Host Liaison in all matters related to events logistics
- Manage registration for competitions and develop running orders, with the support of the Competition Committee
- Attend all CEC events as budget and time permits

Partnerships and Relationships

- Be the staff lead on the Competition Committee
- Attend all NSO/PTSOs Monthly meetings
- Be CEC Contact Person at Canadian Sport Tourism Alliance (CSTA)

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

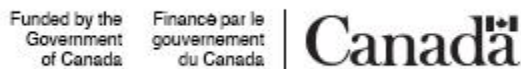
SKILLS, QUALIFICATIONS AND EXPERIENCE

- Knowledge of Sport Climbing and/or the Canadian sport climbing community;
- Significant experience in managing events at the national or provincial level;
- 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 & Events Coordinator will be a contractual position with the CEC and will receive an honorarium of \$22,500 (\$2,500 per month).

This position has been made possible in part by the Government of Canada.



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 average 20hrs per week, with some peaks in November, February, and May.

Travel to regional and national events will be required. Travel and accommodation costs will be covered by CEC.

Deadline for application is July 31, 2021. Interested candidates should apply by email with a resume and a cover letter to:

Christiane Marceau,
 Executive Director Climbing Escalade Canada
ed@climbingcanada.ca