



**Position:**

Safe Sport Lead

**Targeted Start Date:** April 2021

**Job Description:**

**Status & Working Conditions:** 1-year contract; between 5-7 hours weekly; expected to work from home and provide his/her own IT equipment

**Salary Range:** \$8,000 honorarium

**Nature of the Position:**

Karate Canada is the national sport governing body for the sport of karate in Canada. The Association is seeking a Safe Sport Lead to help implement our new Safe Sport framework and promote a safe environment for all the karate community. He/she will work under the supervision of the Executive Director, and collaborate with the Program Manager.

All staff are employed or contracted by Karate Canada to facilitate achievement of its long-term vision and planned annual targets. All personnel and contractors are required to operate within the policies and procedures established by the Association's volunteer Board of Directors and are expected to act consistently with the Association's values.

**Key Duties and Responsibilities:**

Reporting and being accountable to the Executive Director, the Safe Sport Lead's key responsibilities will include, but may not be limited to:

- Support the office in implementing and updating Concussion-related Safe Sport policies and processes
- Communicate, manage, collect and follow up on Safe Sport requirements (completion of required courses, forms and information) with various stakeholders (Provincial/Territorial Sport Organizations, coaches, officials, athletes, staff, key volunteers and the community at-large)
- Develop and implement an injury/concussion tracking system
- Support implementation of Concussion Guidelines

- Follow up on certain elements of Responsible Coaching Movement's check list and related requirements (completion of mandatory education, background check, rule of 2, etc.)
- Help administer the KC Safe Sport budget
- Provide monthly timesheet and report

### **Qualifications:**

- Well organized with the ability to work independently with little or no supervision
- Proven skills with MS Office
- Fully bilingual (English and French), with strong verbal and written communication skills
- Knowledge and experience with the growing field of Safe Sport principles and practices (especially in the area of concussions) considered a strong asset
- Ability to see the sport from a National lens and act in the best interest of all KC stakeholders
- Knowledge of Karate Canada and/or the Canadian karate community considered an asset

### **Applicants:**

Qualified applicants are invited to submit their applications and resume in confidence, **no later than March 27<sup>th</sup>, 2021**, to:

Olivier Pineau, Executive Director  
[Olivier@karatecanada.org](mailto:Olivier@karatecanada.org)

We thank all the applicants for their interest. Please note that only those candidates selected for an interview will be contacted.

Karate Canada is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. Individuals of any gender are encouraged to apply as well as candidates from under-represented groups including, but not limited to, visible minorities, Indigenous people and members of the LGBTQI2S community.

*This position is made possible with the financial support from the Government of Canada.*