



Volleyball Canada invites applicants for....

SPORT SAFETY COORDINATOR

Organization: Volleyball Canada

Supervisors: Director-Sport Safety,

Location: Ottawa, ON or REMOTE

Type of Position: 12-15 month contract (Full-time)

Travel: Some domestic travel required

Anticipated Start Date: June 2025

Nature of Work:

Volleyball Canada is a not-for-profit that provides leadership and oversees the development of volleyball in Canada. The Sport Safety Coordinator, working with all Volleyball Canada staff, is responsible for the implementation, monitoring and compliance of Volleyball's safe sport environment. Strong communication skills, interpersonal skills, and a positive attitude are required. Strong assets include organization skills, and attention to detail. Presentation skills will be required. Work is completed in collaboration with numerous staff, and provincial volleyball groups. Some travel, evening and weekend work maybe required.

Volleyball Canada is committed to equity, diversity and inclusion in all respects, including hiring a workforce that is reflective of the diverse population of Canada with respect to age, gender, ethnicity, religion, ability, sexual orientation, education and culture. We actively encourage applications from persons who identify as women, indigenous peoples, person with disabilities, LGBTQ2S+ individuals, and members of visible minorities. Self-identification by candidates is completely voluntary.

Key Responsibilities:

Execute and support the implementation monitoring and compliance of all aspects of the Volleyball Canada's Safe Sport Program.

- Collaborate and execute the implementation of Sport Canada's Safe Sport requirements. This would include:
 - Education
 - Monitoring
 - Compliance
- Coordinate & lead the development of resources for provincial volleyball organizations and club volleyball organizations' use
- Maintain and update Safe Sport/Equity, Diversity & Inclusion sections of website as required
- Implement planned mandatory Safe Sport requirements, including training and orientation of athletes, coaches, referees, staff and volunteers



- Liaise with other Volleyball Canada departments in the development of Safe Sport materials, procedures and systems (Finance, Domestic Operations, IT, etc.)
- Communicate and present the Safe Sport program to members and partners
- Participate in Safe Sport Planning & Risk Management initiatives
- Coordinate, and lead gender equity, diversity & inclusion initiatives, research & implementation
- Liaise with partner organizations and ensure prompt communication and a sharing of information
- Conflict management lead at youth national events.
- Collaborate/coordinate with equipment providers and VC staff regarding safety requirements and developments
- Policy committee coordination- assist with the monitoring and scheduling of updates for policies.
- Review the Sport Canada report card, administering updates as required
- Other duties as assigned by Volleyball Canada

Qualifications/Expertise:

- 1-3 years prior work experience in program development/implementation
- Experience working with coaches, or referees, or community program leaders
- Experience working with vulnerable populations is an asset
- Knowledge of child protection, security or law is an asset
- Experience working in conflict management/resolution is an asset
- Undergraduate degree or equivalent experience in sport management, recreation, business or a related discipline
- Comfortable presenting in public forums
- Strong attention to detail
- Excellent interpersonal skills with the ability to communicate verbally and in writing with staff, athletes, provincial counterparts, volunteers, and the public in a pleasant and professional manner
- Demonstrated expertise in Microsoft Office is required
- Experience with databases would be an asset
- The ability to work independently demonstrating good judgment
- Strong organizational and time management skills with the ability to set priorities, multi-task and meet deadlines
- A positive attitude and an outgoing personality
- Valid Canadian Driver's License
- Bilingualism (French/English) is an asset
- Knowledge of volleyball/sport programming is an asset



Term

This is a term contract position of 12-15 months. Full-time hours required.

Salary

The salary range for this position is \$42-58K dependent on skills and qualifications within range.

Application Deadline

May 14th 2025 at 11:59pm EST.

Please send a cover letter, a resume and three (3) references **by e-mail only**, to:

Thalia Hanniman- Human Resources Lead – Volleyball Canada – thanniman@volleyball.ca

We thank all applicants, however, only those candidates selected for an interview will be contacted.