



U.S. Figure Skating Director, SafeSport Program Outreach

U.S. Figure Skating, the National Governing Body (NGB) for the sport of figure skating, located in Colorado Springs, Colorado, is accepting applications for the position of Director, SafeSport Program Outreach. U.S. Figure Skating is a member of the United States Olympic Committee (USOC) and the International Skating Union (ISU).

Job description:

The Director, SafeSport Program Outreach shall communicate and educate all aspects of U.S. Figure Skating's SafeSport policies, guidelines, educational programs, reporting and adjudication services, and perform other activities that directly relate to U.S. Figure Skating's effort to provide its members, athletes and member clubs a safe, healthy, and positive sport participation environment.

Reporting directly to the Staff Counsel, the position will work closely in coordination with both the Staff Counsel and the SafeSport Committee and Committee Chair in the reporting and adjudication of SafeSport violations by U.S. Figure Skating members. The Director will create training and other outreach materials to educate members on U.S. Figure Skating's SafeSport policies. The Director will create and deliver SafeSport presentations. The Director will also act as a membership and club liaison who proactively maintains SafeSport compliance records of members, coaches, volunteers and other U.S. Figure Skating-appointed support staff to ensure background checks and SafeSport training are completed in a timely manner.

Qualifications: Applicant must have:

- Bachelor's Degree from an accredited University in psychology, social work, abuse counseling, or related field. Relevant and measurable experience working with victims of abuse (sexual, mental and/or physical) is a plus. Case management experience is also a plus.
- Outstanding communication (oral and written) and presentation skills with the ability to individually tailor presentations and educational materials to youth, teen and/or adult audiences.
- Excellent organizational, problem-solving and interpersonal skills with attention to detail and execution.
- Ability to work independently, take initiative and ownership of simultaneous projects while meeting firm deadlines.
- History of collaboration and successful contributions to cross-functional teams.
- Ability to maintain confidentiality of sensitive information and complaint details.
- Excellent external and internal customer service skills with an expectation to respond and problem-solve in a timely manner.
- Familiarity with the operation of youth sports clubs is beneficial, but not necessary.
- Proficiency in Microsoft Applications (Word, Excel, PowerPoint, Outlook).
- Ability to travel and work night and weekend hours when necessary.

** Successful applicant must pass a criminal background check prior to hire and complete SafeSport training within the first 10 business days of hire.*

Director, SafeSport Program Outreach Duties and Responsibilities:

SafeSport Training and Outreach

- Work closely with Athletes Advisory Committee, Athlete High Performance, Athlete Development and Membership to ensure athlete input and safety are the cornerstone of all SafeSport training and outreach.
- In conjunction with Staff Counsel and U.S. Figure Skating's SafeSport Committee, lead, develop and conduct SafeSport training and outreach activities that are specific to the sport of figure skating but remain consistent with the U.S. Center for SafeSport training and outreach materials.
- Conduct SafeSport training and outreach activities with member clubs, interclub councils and in conjunction with U.S. Figure Skating athlete, coach and parent education programs as assigned.
- Travel as assigned to give in-person SafeSport presentations to clubs, camps and events to promote SafeSport education and awareness.
- Cultivate professional relationships with Club SafeSport Chairs to ensure a consistent and effective message is understood and delivered.
- Work closely with internal stakeholders such as Art Department, Communications and Marketing to develop and create effective and meaningful messaging, materials and national campaigns.
- Create and conduct quarterly webinars that address pressing topics, create awareness and/or expand educational opportunities.
- Create and manage a digital SafeSport Club Tool Kit to be used by member clubs and programs.
- Create monthly SafeSport editorial content that provides education and awareness for print and digital use.
- Assist with U.S. Figure Skating's overall SafeSport strategy planning and execution.
- Possess a thorough understanding of the U.S. Figure Skating SafeSport Program rules and policies.
- Other duties/projects as assigned.

SafeSport Staff Liaison

- Proactively maintain SafeSport compliance records of members, coaches, volunteers and other U.S. Figure Skating-appointed support staff to ensure background checks and SafeSport training are completed in a timely manner.
- Assist Staff Counsel with the intake and resolution of SafeSport issues and questions from U.S. Figure Skating members.
- Assist Staff Counsel with the intake of SafeSport violation reports and general assistance throughout the internal adjudication and case management process.
- Support Staff Counsel in consultation to clubs, coaches and parents regarding SafeSport issues, questions and concerns.
- Maintain, update and monitor the organization's SafeSport web pages on usfigureskating.org.
- Aggregate and provide synopsis, links and other relevant material on current SafeSport issues in the media or elsewhere.
- Serve as a secondary staff liaison to the U.S. Center for SafeSport.
- Other duties/projects as assigned.

Classification: Exempt – Salaried position

Reporting Requirement: Reports to Staff Counsel

Pay: Commensurate with experience

Application:

Email a cover letter and resume to John Anderson, janderson@usfigureskating.org. Please have references available upon request. No calls will be accepted. Review of resumes and applications will begin immediately. Applications will be accepted until the position is filled. Please note that the interview process will include a PowerPoint (or other software) presentation of your CV/experience and may include proficiency test.