



U.S. Figure Skating Manager, SafeSport Education and 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 Manager, SafeSport Education and Outreach. U.S. Figure Skating is a member of the United States Olympic & Paralympic Committee (USOPC) and the International Skating Union (ISU).

U.S. Figure Skating is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, gender, gender identity or expression, sexual orientation, age, disability, or any other status or characteristic protected by law or regulation. We are committed to building and sustaining a diverse team by maintaining hiring and recruiting processes that are free from bias.

Responsibilities Include: Responsibilities include but are not limited to the following:
The Manager, SafeSport Education and Outreach, a member of U.S. Figure Skating's SafeSport Department, is responsible for the completion of the tasks listed herein. Emphasis will be placed on the ability to work in a fast-paced team environment, balance concurrent projects and deadlines, confidentiality, emotional intelligence, creativity, flexibility, and professionalism.

Qualifications: Applicant must hold a minimum of a Bachelor's Degree from an accredited University. A degree in education, social work, abuse counseling, psychology or relatable field is preferred, but not required. Applicant must have experience, confidence, and comfort in public speaking and curriculum building. Familiarity with the operation of youth sports clubs is beneficial, but not necessary. Applicant must be proficient in Microsoft Applications (Word, Excel, PowerPoint, Outlook), and Zoom. Applicant must have the ability to travel and work evening and weekend hours, when necessary. Relevant and measurable experience working with victims of abuse (sexual, mental, and/or physical) is a plus.

Classification: Exempt, Salaried Position

Reporting Requirement: Reports to the Director, SafeSport

Pay: Commensurate with experience; Range \$40,500-\$52,000

Application: Send cover letter and resume to Shelbi Meyer at smeyer@usfigureskating.org and have references available upon request. No calls will be accepted. Review of resumes and applications will begin immediately, and 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 a proficiency test.

U. S. Figure Skating

Manager, SafeSport Education and Outreach

Description of Responsibilities

Duties and responsibilities include, but are not limited to, the following:

1. Ability to learn and apply U.S. Figure Skating SafeSport Program rules and policies.
2. Creates an educational curriculum focusing on SafeSport related topics for various member groups and age ranges.
3. Creates tools and resources for members regarding policy implementation, compliance, best practices, and other SafeSport related topics.
4. Presents live and pre-recorded webinars to various member groups on a regular basis.
5. Creates new avenues of engagement with SafeSport topics for parents, athletes, coaches, officials, club leadership, etc.
6. Works with various committees to ensure athlete input and safety are the cornerstone of all education and outreach.
7. Travels, as assigned, to give in-person SafeSport presentations to clubs, camps, and events to promote SafeSport education and awareness.
8. Consistently reviews and provides feedback on current processes, resources, and programs.
9. Works closely with SafeSport Compliance Specialist, Paralegal to communicate member compliance requirements.
10. Writes monthly magazine articles and newsletter blurbs based on relevant SafeSport content.
11. Collaborates with various departments and organizations to include SafeSport education and outreach at events, camps, seminars, etc.
12. Provides customer service to members regarding SafeSport compliance requirements and policy implementation.
13. Builds internal, cross-departmental, and external working relationships to increase visibility of the department.
14. Collaborates with Director, DEI to deliver education to members.
15. Collaborates with clubs across the country to implement various SafeSport education plans.
16. Other duties/projects as assigned.