



Safety Officer, Gymnastics BC Job Description

Please direct applications to careers@gymbc.org
Application deadline: October 15, 2019

Purpose & Overview

Gymnastics BC (GBC) is seeking a dynamic, innovative and responsible individual to evaluate and expand GBC's Safety & Risk Management programs and to facilitate compliance with risk management policies.

Gymnastics BC is committed to providing a safe environment for children. All applicants will be thoroughly screened using background checks and a review process.

Responsibilities

Under the direction of the Chief Executive Officer (CEO):

- In collaboration with stakeholders, develop and implement Gymnastics BC's risk management strategy and policies.
- Conduct risk assessments of organization and member clubs.
- Develop a risk registry for GBC and for member clubs.
- Review, evaluate and update risk management tools such as waivers, acknowledgement of risk, compliance forms, etc.
- Develop risk management tools and resources for GBC and member clubs.
- Work collaboratively with the community and member clubs to establish and implement safety best practices for GBC member clubs.

Qualifications

Experience & Education

- Canadian Risk Management Designation required (CRM).
- Occupational Health & Safety (OH&S).
- WorkSafe BC experience.
- Experience working with not-for-profit organizations is an asset.
- Knowledge of gymnastics equipment and training processes are an asset.
- Post-secondary education or applicable experience.
- Experience in writing reports and policies for risk management and OH&S.
- Strong computer skills including using Microsoft Office is required.
- Excellent administrative skills required.

Personal Characteristics

- Strong time management skills and ability to manage concurrent tasks efficiently is required.
- Ability to multi task and meet expected deadlines is required.
- Must have superior attention to detail.
- Highly self-motivated, innovative thinker with the ability to take direction, work as part of a team and make independent decisions as required.
- Superior motivational, problem-solving and organizational skills.
- Excellent interpersonal, oral, and written communication skills. Is able to build and maintain effective working relationships.

- Displays creativity and independent thinking.
- Understanding of, and sensitivity to, cultural and political issues.
- Satisfactory work record, including satisfactory attendance and punctuality, is required.

About Gymnastics BC, and Our Sport

Gymnastics BC is the provincial sport organization responsible for the governance, promotion and development of gymnastics in British Columbia. Established in 1969 as a non-profit association, GBC provides support and services to its member clubs.

Gymnastics BC is the fourth largest provincial sport organization (PSO) in B.C. and the third largest gymnastics PSO in Canada, with over 54,000 member participants from 80 member clubs.

The activity of gymnastics teaches fundamental movement skills and is one of the pillars of physical literacy, which provides participants with the confidence and competence to be active for life.

Today more than ever, people of all ages and walks of life need to incorporate movement and activity in their lives for physical, mental, emotional, and social health.

The developmental movement patterns taught in gymnastics facilities help participants develop agility, balance, coordination, and strength that can be applied in any other sport or physical activity throughout a person's life. Approximately 95% of the membership represents this sector.

Gymnastics is a conduit for healthy participation in activity and sport for people of all ages. Therefore, we are looking for a candidate that believes and lives the concept of being active for life, and is motivated to increase education, engagement, participation, and growth opportunities both provincially, and nationally.