



USA ARCHERY

POSITION TITLE: Safe Sport and Compliance Administrator

REPORTS TO: Chief of Sport Performance and Organizational Development

POSITION SUMMARY

The Safe Sport and Compliance Administrator will serve as USAA's primary liaison and administrator for all Safe Sport and other National Governing Body (NGB) compliance related matters.

ESSENTIAL FUNCTIONS:

- Serves as the primary liaison to the U.S. Center for SafeSport (USCSS) for all SafeSport matters.
- Keeps USA Archery (USAA) executive staff, and others as appropriate, apprised of all important issues related to USAA's Safe Sport program.
- Review, update and develop USAA SafeSport policies and procedures and work closely with USAA staff to ensure best practices are created, communicated, and consistently followed.
- Receive, track and investigate SafeSport complaints, including assisting the necessary parties with investigating SafeSport complaints.
- Assist in the administration of USAA complaints in coordination with the USAA Board of Justice, Ethics Committee and others as applicable.
- Provide communication to all relevant parties on progress and status of complaints, investigations, hearings, appeals and final resolutions.
- Monitor Conflict of Interest Forms, Safe Sport training education and USAA background screen requirements among various USAA constituent groups to ensure compliance with all training and other athlete safety requirements.
- Assist with compliance audits and prepare associated communications to relevant organizations who provide NGB compliance oversight, including but not limited to the USCSS, the United States Olympic and Paralympic Committee (USOPC) and others.
- Ensure tracking systems are updated for all compliance requirements, complaints, and related matters, and provide updates and status reports as appropriate.
- Continually monitor all compliance requirements, identify issues and recommend timely updates for USAA policies and procedures.
- Provide regular and consistent information on all compliance and training requirements to USAA staff, membership and other stakeholders.
- Assist in the management of USCSS, USOPC and insurance audits to ensure compliance with safety measures and policies.
- Organize, schedule and attend background screen appeal hearings for individual members whose criminal history requires USAA review.
- Stay up to date with USCSS and USOPC compliance and training requirements and attend required trainings
- Keep all USAA stakeholders apprised of training and compliance requirements and other educational training opportunities.
- Maintain the USAA "Eligible Athlete List" and assist with related elections.

GENERAL DUTIES:

- Fields general email, mail and phone call inquiries
- Prepares documents for Board of Directors, Board of Justice and other meetings
- Updates the USAA website with current rules, regulations and policy revisions
- Maintains historical records
- Other duties as assigned

TOOLS/EQUIPMENT:

- Standard Office Equipment

TRAVEL:

- Minimal Travel Required

CONDITIONS:

- Office environment in Colorado Springs

MINIMUM QUALIFICATIONS:

- Master's level degree in relevant discipline (legal studies, social services, law enforcement and/or business administration) preferred.
- Minimum 3-5 years' work experience working in related field.
- Experience conducting multiple party/complex investigations including interviewing skills, assessments, and recommendations.
- Solid interpersonal, communication and collaboration skills.
- Ability to assess a problem objectively and move through problem solving effectively using discretion and unbiased judgement
- Must demonstrate strong written, verbal and organizational skills and attention to detail
- Proven ability to manage multiple projects and priorities

COMPENSATION: \$50,000 to \$60,000 depending on applicant's qualifications and experience. This position is exempt.

Benefits Offered

- Paid vacation, personal and sick time
- 11 paid holidays per year
- Comprehensive benefits package (medical, dental, vision, life insurance)
- Simple IRA plan upon meeting participation requirements with employer match

Please send resumes and cover letters to: memmons@usarchery.org

Deadline: November 19, 2021

We do not discriminate on the basis of race, religion, national origin, gender, sexual orientation, age, handicap, or veteran status. All qualified applicants will be given equal opportunity. Selection decisions are based on job-related factors.