Sport Integrity & Education Coordinator – 6 Month Contract Position

Join Our Team!

At Curling Canada, we're passionate about more than just the game. We're committed to creating meaningful experiences and fostering a sport environment where everyone feels safe, respected, supported, and empowered to participate.

Behind every great curling event, competition, and learning opportunity is a team of dedicated people working to make it all happen. We're looking for a detail-oriented, organized, and enthusiastic **Sport Integrity & Education Coordinator** to join our team and help support the programs, processes, and educational initiatives that contribute to a safe and positive curling experience across Canada.

If you're someone who loves keeping things organized, enjoys helping others, and takes pride in getting the details right, this could be a great opportunity to make a meaningful impact in Canadian sport!

The Role

Reporting to the Head of Sport Integrity & Education, the Sport Integrity & Education Coordinator plays an important role in supporting Curling Canada's sport integrity compliance processes and online education programs.

From coordinating mandatory training requirements for participants at national events and competitions to supporting learners through our online education platforms, you'll help ensure athletes, coaches, and other participants have the information and resources they need to participate confidently and responsibly.

This role is well suited to someone who is highly organized, comfortable working with technology and data, and enjoys balancing administrative responsibilities with participant support and communication.

What You'll Be Doing

Sport Integrity Compliance & Event Support:

- Coordinate and monitor sport integrity training and acknowledgement requirements for participants attending Curling Canada events and competitions.
- Generate and maintain participant lists, ensuring information is accurate, complete, and up to date.
- Create participant accounts and assign required training activities through Sideline Learning.

- Communicate training requirements, deadlines, and completion expectations to participants in a clear and timely manner.
- Provide responsive support to participants navigating online platforms, accessing training materials, and completing required activities.
- Review, verify, and track completion of mandatory training and acknowledgements, identifying outstanding requirements and following up as needed.
- Maintain accurate compliance records, generate reports, and flag participants who have not satisfied applicable requirements.
- Verify coaching certification levels against established competition standards and eligibility requirements.

Online Education & Learning Support:

- Support the administration and day-to-day coordination of Curling Canada's online education platform, learn.curling.ca.
- Enroll participants in online courses and assist with account access, course navigation, and general learning inquiries.
- Monitor and track course registrations, progress, and completions.
- Enter, update, and maintain participant training records across relevant systems, including the Coaching Association of Canada's Locker and Sideline Learning.
- Respond to Member Association requests for training records, course completion information, and related reports.
- Help maintain accurate, consistent, and accessible education records to support Curling Canada's learning and development initiatives.

Team & Administrative Support:

- Collaborate with colleagues across Curling Canada to support the effective delivery of sport integrity and education initiatives.
- Identify opportunities to improve administrative processes, tracking systems, and participant communications.
- Provide additional administrative and program support to the Sport Integrity & Education team as required.

What You Bring to the Team

We're looking for someone who is dependable, proactive, and comfortable managing detailed information while providing a positive experience for the people they support.

You'll be a great fit if you have:

- Exceptional attention to detail, with a commitment to accuracy, consistency, and thoroughness.
- Strong organizational and time-management skills, with the ability to manage multiple priorities and meet deadlines.
- Excellent written and verbal communication skills, with a friendly, professional, and responsive approach.
- Strong proficiency with Microsoft Office applications, particularly Excel, Word, and Outlook.
- Confidence navigating online platforms, learning management systems, and databases, with the ability to quickly learn new technologies.
- The ability to work independently, take initiative, and exercise sound judgment when managing information and resolving issues.
- A collaborative mindset and a genuine interest in helping others succeed.
- An understanding of the importance of confidentiality and responsible handling of participant information.

Even better if you have:

- Experience with learning management systems or online education platforms, such as Moodle or Sideline Learning.
- Familiarity with the Coaching Association of Canada's Locker or the National Coaching Certification Program (NCCP).
- Previous experience in sport administration, education, compliance, or a related environment.
- Bilingual proficiency in English and French.
- An interest in Canadian sport, safe sport, and creating positive participant experiences.

Contract Details:

Employment Type: Six-month contract

Hours: 37.5 hours per week

Compensation: $20.00 - $22.00 / hour

Work Location: Remote

Anticipated Start Date: ASAP

Why Curling Canada?

At Curling Canada, our people are at the heart of everything we do. We're a passionate, collaborative, and dedicated team working together to grow the sport of

curling and create meaningful experiences for participants and communities across the country.

You'll have the opportunity to contribute to initiatives that support the integrity of our sport, work alongside people who care deeply about what they do, and gain valuable experience within a National Sport Organization.

And while knowing your way around a curling sheet is always a bonus, you don't need to be a curling expert to make an impact here!

Ready to Join the Team?

If you're organized, tech-savvy, and excited about supporting meaningful initiatives in Canadian sport, we'd love to hear from you!

Please submit your resume and cover letter to careers@curling.ca on or before Friday, November 27, using the subject line [FIRST NAME LAST NAME – SPORT INTEGRITY & EDUCATION COORDINATOR]. Only candidates selected for a screening will be contacted.

Curling Canada is committed to creating an inclusive environment where people can bring their authentic selves to our sport and our team. We encourage applications from individuals with diverse backgrounds, experiences and perspectives.