



## **BIATHLON Alberta**

Biathlon Alberta based in Canmore / Calgary, Alberta, is seeking applications for a Full-Time General Manager

### **PRINCIPAL COMPETENCIES:**

- Familiarity with Simply Accounting
- Communication
- Planning / Event Coordination
- Interpersonal skills / Logistics Management
- Analytical thinking

### **PREFERRED QUALIFICATIONS/EXPERTISE:**

- Possess strong interpersonal skills, organizational expertise, and be team focused
- Ability to motivate, build trust, and gain the confidence of athletes, Coaches, Boards of provincial clubs, Biathlon Alberta Board, Alberta Sport Connection, Biathlon Canada and other stakeholders
- Must be self-motivated, entrepreneurial, and be able to work with little supervision
- Demonstrate ethical qualities and work to instill the virtues of fair play and sportsmanship in all aspects of the program
- Significant experience in sport management and / or Biathlon Leadership
- Must be willing to travel to weekend events several time per year
- Maintain a current firearms Possession and Acquisition License (PAL) and Class 4 Drivers License (ability to obtain ASAP)
- Familiarization of the National Coaching Certification Program

(NCCP)

- Familiarization with Zone4 an asset

PRIMARY RESPONSIBILITIES:

- Work in a team environment and liaise with the Biathlon Alberta Board and Biathlon Canada
- Grant applications and reporting for Alberta Sport Connection
- Publish and Maintain results, annual calendar, website and social media
- Bookkeeping and Financials (annual budget)
- Attend monthly Biathlon Alberta phone-in Board Meetings
- BATC management responsibilities
- Maintain Biathlon Alberta equipment  
ie Air rifles borrowing program, Biathlon Alberta Van and Timing Equipment.
- Develop and maintain relationships with community organizations and other stake holders

EMPLOYMENT STATUS:

Permanent Full Time position

SALARY:

Commensurate with experience and ranges from \$42,000 to \$54,000

CLOSING DATE:

The competition closes on August 31, 2018. Please submit your cover letter and resume by email to Karin Kaarsoo - [president@biathlon.ca](mailto:president@biathlon.ca) in confidence. Interviews will be conducted as qualified applications are received.

