



Position Description:

Program Director & Head Coach

Date: December 12, 2022

The Canmore Nordic Ski Club (CNSC) strives to be one of Canada's premier cross country and biathlon clubs with a strong leadership and coaching team. The CNSC is currently seeking a Program Director & Head Coach position with the following qualities:

1. energetic, enthusiastic, and shares our passion for nordic skiing and biathlon
2. recent experience coaching and working to inspire athletes
3. strong technical skills and understanding of cross-country skiing and biathlon
4. committed to ongoing professional development (coaching, waxing, etc.), learning, and sharing their knowledge with a team of paid and volunteer coaches
5. values sport for life with a focus on excellence in grass roots to competitive programming for children, youth, adults and families
6. communicate effectively with a variety of audiences; and
7. highly organized and experienced with financial budgeting and tracking

Reporting:

The Program Director & Head Coach (the position) is accountable to the CNSC Board of Directors and as such, provides verbal progress reports at board meetings directly to the executive committee (President, Vice-President, Secretary, & Treasurer) at a minimum of a monthly basis (for operational and seasonal performance reports).

General Accountabilities:

The position will oversee all programs delivered by CNSC (e.g. Jackrabbits to U18 plus adult recreation), ensuring that high quality instruction, training and coaching is provided at all levels.

The position will plan the training and racing programs to align with the current Nordiq Canada's and Biathlon Canada's Long-Term Athlete Development (LTAD) model.

The position will provide high level coaching and support for the U18 athletes (working towards their personalized training plans and season goals).

The position will supervise, train, and mentor coaches, ensuring ongoing professional development, and a strong coaching team.

Specific Accountabilities:

1. Head Coach

The position will be responsible for the following direct and indirect areas of coaching:

Program Development

- Develop and ensure the implementation of an Annual Operation Plan for each program.
 - Each plan should include projections for participant numbers, coaching requirements (paid and volunteer), coaching sessions, competition travel, along with corresponding budget and program fees.
- Develop and ensure the implementation of LTAD-based Yearly Training Plans for each program.
 - Each plan should include recommended training hours, training focus, field assessments, and tests, number of competitions, educational components, technique objectives, training logs, and strategies for adjusting plan for specific stages within a program.
- Ensure each program has a Safety Management Plan for club sanctioned on-site (Canmore Nordic Centre) and off-site training sessions
- Research and develop sound business and strategic program / plans
- Develop and implement practical strategies, plans, and solutions to identified issues and areas for improvement

Leadership Development

- Provide oversight and mentorship for coaches through training sessions, coaching courses, regular / seasonal meetings or internships
- Ensure coaches have suitable certification, current training and are assigned to lead the appropriate program
- Provide or support opportunities for coaches towards their professional development
- Provide older athletes (wishing to pursue coaching) with coaching courses, planning sessions and / or coaching opportunities

High Performance Coaching

- Coach high performance athletes in the U18 programs
- Develop annual training plans and delivery of specialized program sessions and/or testing for the U18 athletes
- Develop and maintain systems to utilize current training technologies (e.g. Training Peaks / Gold Medal Profile)
- Coordinate support services for athletes (e.g. nutritionists, sport medical doctors, psychologists, physiotherapists, strength training specialists, or guest coaches).
- Support and facilitate athletes graduating from the CNSC program wishing to take the 'Next Step' through Nordiq Canada's national training centers or the NCAA program.

2. Logistics and Event Coordination

- Coordinate CNSC team travel for provincial, national, and international level competitions, to ensure management of travel costs within program budgets and clear communication with parents and athletes regarding travel logistics and costs.
- Plan and coordinate training camps and away events
- Manage the CNSC inventory of equipment and supplies
- Support CNSC race organization and operations

3. Financial Budgeting and Tracking

- Assistance in developing the annual operating budget and program fees
- Work within the approved budget and track program expenses
- Submit monthly expense reports to Club Treasurer and bookkeeper

4. Communicate, Collaborate and Inspire

- Excellent verbal and written communication skills
- Maintain a positive working relationship with Nordiq Alberta, Biathlon Alberta, Nordiq Canada, and Biathlon Canada in order to implement a LTAD model that supports and promotes the CNSC mandate and to ensure optimal support for CNSC high performance athletes
- Ability to inspire and align stakeholders to a common vision and plan through outstanding communication, leadership and change management processes
- Ability to motivate, build trust, and confidence of athletes and parents
- Demonstrate ethical qualities and work to instill the virtues of fair play and sportsmanship in all aspects of the programs

Education and Certificate Requirements:

- University degree in sport sciences or related field (or equivalent experience)
- Coaching certification Level 4 certified/CCD certified + CDAG trained and/or Level 5 certified/CDAG certified (or equivalent)
- Ability to inspire and mentor coaches and athletes
- Past experience as as a high performance athlete
- Wilderness First Aid Certification
- Alberta Class 4 driver's license
- Clean Criminal Record & Vulnerable Sector Check
- French-English bilingualism (is an asset)

Physical Requirements and Work Conditions:

- Must be able to ski, bike, roller skis with athletes at all levels
- Work time is irregular and includes week days, evenings and weekends
- Work includes travel within the Bow Valley, across Alberta, across Canada and internationally
- Work includes working outdoors and in the cold