

February 8, 2023



Biathlon Alberta Training Centre

Career Opportunity: Head Coach

Overview

The Biathlon Alberta Training Centre (BATC) was created in April 2011 to provide focused year-round training to biathletes aged 18 to 23 years. The BATC is managed by Biathlon Alberta, a non-profit provincial sport organisation and recognized leader amongst provincial sport organizations in Canada.

The Biathlon Alberta Training Centre, located in Canmore, AB, is dedicated to developing committed athletes and assisting them in reaching their full potential in the sport of biathlon. As a training centre our goals also are to further the development of programs and services for all athletes, coaches, and officials to strengthen the sport in Canada.

Summary

Reporting to the General Manager and Vice President, Administration the BATC Head Coach is responsible for developing, leading, and executing the vision and direction of Biathlon Alberta's high-performance program while building and maintaining a culture of excellence and accountability.

The full-time position is based in Canmore, AB, and requires significant schedule flexibility, including evenings and weekends. In addition, frequent travel will be required both in Canada and internationally.

Duties / Responsibilities

- Deliver coaching services to BATC athletes and Team Alberta
- Deliver an athlete development program that supplements and supports existing local, regional, and national programs, respecting the "Long Term Athlete Development Model"
- Prepare and monitor annual training plans for all BATC athletes.
- Plan, develop and implement training and practice sessions
- In collaboration with Canadian Sport Institutes Calgary, ensure effective leadership and overall management of the BATC program's Sport Science Sport Medicine (SSSM) programming
- Manage and plan Biathlon Training Centre domestic and international training camps and competition tours
- Prepare and manage BATC budgets, including accountability for the operation and expenditures of the program and its staff
- Motivate and prepare athletes for competitive events or games
- Analyze and evaluate athletes' or team's performance
- Manage and schedule assistant coaches

- Recruit, develop, direct, and evaluate high performance staff and contractors, including succession planning
- Ongoing talent ID and recruitment of potential BATC athletes
- Advise Biathlon Alberta's Technical Committees in regard to athlete and coaching development programs
- Work with the Biathlon Alberta board and staff to ensure programs are aligned to reach common goals and objectives
- Expand development opportunities for Alberta coaches, athletes, and officials
- Mentor Alberta Club Coaches and build positive relationships
- Create a positive, synergistic and cooperative working relationship with Biathlon Canada and aid in any agreed on collaboration put forward by existing MOU
- Ensure an athlete performance centered, collaborative working relationship between BATC coaches, NST coaches, personal coaches and Integrated Support Team (IST) members, to design, implement and manage effective and timely SSSM support
- Maintain coaching certification and, through professional development, remain current on all aspects of coaching

Stakeholder Engagement

- Manage relationships, programs, and processes with high performance partners, including Biathlon Canada, Canadian Olympic Committee, Canadian Sport Institutes, Provincial Sport Organizations, Coaching Association of Canada, international associations and other key stakeholders
- Keep all appropriate individuals, committees and partners informed and engaged through normal reporting and communication channels
- Develop and maintain good relationships with suppliers and sponsors.
- Provide regular updates to the General Manager and/or Vice President (Admin)

Key Attributes

- Demonstrated leadership capability in developing, implementing and leading a successful high-performance program, team and culture
- Able to lead projects, supervise staff or contractors and work as a team player in a volunteer-based organization
- Excellent time management and organizational skills
- Good judgment, discretion, tact and the ability to work well with athletes, coaches, partners, staff and others
- Superior critical thinking skills, including the capacity to identify, appropriately assess and order competing interests and priorities, and to challenge the status quo
- Strong organizational skills and demonstrated capacity to develop and implement practical strategies, plans, and solutions to identified issues and problems

Qualifications

- Superior expertise in all relevant technical aspects of biathlon (ski technique, shooting technique, rifle fitting, ski selection, race support, wax/ski knowledge, etc.)
- Success leading teams of athletes, coaches, and support staff at major international competitions

- Proven ability to build strong relationships and credibility with coaches, support staff and stakeholders
- Demonstrated business skills including planning, budgeting, and change management
- NCCP Coach training in biathlon (level 4 or 5 preferred, minimum - Competition Development Certified)
- Post-secondary education in Sport Administration, Physical and Health Education, Business or a combination of related education and experience preferred
- Excellent knowledge of the National Coaching Certification Program, including coach, learning facilitator and evaluator training
- Thorough understanding of Biathlon Canada's Long-Term Athlete Development Program
- Must have or be able to obtain as a condition of employment, a valid Class 4 driver's licence.
- Must provide a valid Criminal Record Check, including Vulnerable Sector Verification.
- Must have completed safe sport modules and the "Making ethical decisions" course provided by Coaching Association of Canada
- Current First Aid and CPR certification

All coaches employed by Biathlon Alberta and / or the BATC are subject to the Biathlon Alberta Code of Conduct.

The preceding description is not a complete list of all duties and responsibilities required of the Head Coach. The Head Coach will be required to perform other duties as assigned. This job description will be updated regularly to reflect changes.

How to apply

Please send a copy of your resume, a cover letter, and any relevant documentation to: president@biathlon.ca. Applications will be accepted until a suitable candidate is found.

Preference will be given to applicants currently authorized to work full-time in Canada and eligible to travel internationally.