

Caledonia Nordic Ski Club

Head Coach Job Description

The Caledonia Nordic Ski Club is seeking a highly motivated and skilled coach available for full time employment effective September, 2018. This position offers an annually renewable contract with fair compensation package. Compensation is based on experience, abilities, coaching certifications.

Caledonia Nordic Ski Club (“CNSC”) is an organization of over 1,500 members in Prince George, British Columbia and has a large enrolment in skier development programs. Club athletes compete and medal in both cross country and biathlon Provincial and regional competitions, NORAM events and National Championships. They have also represented Canada at high-level events such as the World Youth Junior Championships. As the Head Coach, you will lead volunteer coaches in the implementation of the Cross Country and Biathlon Long-Term Athlete Development Models (“LTAD”) through program development, support and involvement. Our club mandate is to provide programming for the continual improvement of skiers and biathletes from introduction to national excellence, for all ages and abilities.

The Head Coach will report directly to the General Manager, overseeing the training of club volunteer coaches and Skill Development athletes and CNSC Junior/Biathlon Development Teams. The Head Coach will work under the guidance of the Program Directors, Programs Committee and the General Manager. This individual will work alongside the SDP Coordinator who performs much of the administrative duties. The Head Coach will be expected to attend regularly scheduled meetings of the Programs Committee as well as staff meetings when not in conflict with other work duties.

The Head Coach will have primary responsibility for direct delivery of athlete training at the Junior/Biathlon Development Team level and the training and development of volunteer coaches. The hours of the Head Coach are seasonal full-time from September through April with reduced hours in the spring and summer.

Resumes will be accepted until Friday, July 20, 2018. Please provide 3 professional references and 2 personal references. For more information please contact John Bowes (CNSC General Manager) at (250) 552-8733 cell, or by email at manager@caledonianordic.com



Athlete Development

- Act as part of a team to oversee program delivery to all levels of skiers in our Skill Development Programs (Bunnies, Jack Rabbits, Track Attack, Biathlon Bears, Junior Racers, Biathlon).
- Direct delivery of coaching to athletes in the Training to Train (12-15), Learning to Compete (15-19) and Competition Development levels in cross country and biathlon programs.
- Coordinate training, create annual and monthly training plans for Junior/Biathlon Development team athletes, and communicate clearly and regularly with parents, coaches and athletes in these programs.
- Meet Sport Canada, Biathlon Canada and Cross Country Canada's Long Term Athlete Development (LTAD) standards at all levels within the scope of the contract.

Biathlon:

http://biathloncanada.ca/wp-content/uploads/2015/06/Combined_Coaching_Development_Model.pdf

Cross Country:

<http://www.cccski.com/Programs/Coaching-Development/National-Coaching-Certification-Program.aspx>

- Work with the Program Directors, Program Committee and the SDP/Biathlon Coordinators to ensure that club programs meet the needs of all participants to keep them engaged in the sport regardless of their ski goals or abilities.
- Communicate with Northern Sport School (Engage Sport North) Leaders to ensure proper training plans are developed for Sport School Athletes.



Coach Engagement and Development

Together with the Program Committee and the SDP Coordinator;

- Develop overall coaching plans and ensure volunteer coach recruitment,
- Work within the 2018-19 Programs Plan with Program Coach Leads to develop season plans for the athletes, development plans for the volunteer coaches and overall vision for the year
 - Program Plan 2018-19:
<https://www.caledonianordic.com/uploads/Program%20Plan%202018-19.pdf>
- Work with SDP/Biathlon Coordinators to ensure that volunteer coaching capacity within the Club meets the needs of all athletes,
- Work with SDP/Biathlon Coordinators to ensure that appropriate and age-specific child/coach ratios are in place for all program levels. This includes assisting the Programs Committee in volunteer coach recruitment from within the Club membership.
- Ensure that BiBC and CCBC's LTAD minimum coaching standards are met for all program levels by arranging formal coach training courses with the assistance of the Biathlon Coordinator, SDP Coordinator and General Manager.
- Deliver dryland and on-snow mentorship sessions for volunteer coaches
- Foster advanced volunteer coach training and development within the club by encouraging participation in provincial coach training and development opportunities. Follow coach development and meet with coaches to discuss path options in their development

Club Operations

The Head Coach may be assigned non-coaching related operational duties by the General Manager when required as long as it is not in conflict with the delivery of scheduled Programs. The General Manager and Head Coach will develop a work schedule and deliverables that reflect this reality, especially around the Christmas Holidays.



Personal Development

- Implement a personal development plan to reach certification for NCCP Competition Coaching development for Train to Compete (Cross Country) and Competition Development (Biathlon)
- Participate in Regional and Provincial Training Camps for both Cross Country and Biathlon Programs to increase coaching knowledge and support club athletes at the Regional and Provincial level as much as possible.

Club Coach Annual Work Schedule

- The position of Head Coach is a full-time position with majority of the hours during the Fall/Winter season from September to March. Hours reduce in the spring and summer. This time will be managed by the Head Coach and General Manager.
- Specifically, the work schedule will be:

September to April

- 40 hours per week on average
- It is recognized that working hours vary from week to week especially during the core racing season of December to March where extended days may be required. To the extent possible, working hours during this period will be scheduled and managed by the General Manager and the Head Coach to ensure that hours are balanced within any 2-week pay period and that any compensating time for excess hours is provided throughout the course of the September - April period.

May to August

- Reduced hours per week on average (approximately 20hrs/week)
- A Spring/Summer training schedule and testing will be established for Junior/Biathlon Development Team athletes including a training plan in addition to 9 hrs a week of on ground training.



Skills and Qualifications

- Demonstrates an ability to work as part of a dynamic team in a team environment with athletes, parents, volunteer coaches, Programs Committee, the GM and SLNC staff,
- Demonstrates exceptional planning and organizational skills, Superb communication and interpersonal skills.
- Demonstrates leadership skills, the ability to lead and motivate staff and volunteers
- Familiarity with Cross Country Canada and Biathlon Canada's Long-term Athlete Development (LTAD) Model

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http://biathloncanada.ca/wp-content/uploads/2015/06/Combined_Coaching_Development_Model.pdf

Cross Country:

<http://www.cccski.com/Programs/Coaching-Development/National-Coaching-Certification-Program.aspx>

- Minimum NCCP certification level of Competition Coaching Development for Learning to Compete (Cross Country) and Competition Development (Biathlon) or be capable of reaching this level within two years, plus high-level waxing and ski prep skills/experience.
- Skills in basic computer applications such as MSWord, Excel, and PowerPoint.



For more information on the club and the community, please feel free to check out our website and the following links. We encourage all interested applicants to contact John Bowes (General Manager) with any questions with respect to the position.

- 1) [Caledonia Nordic Ski Club](#)
- 2) [Tourism PG](#)
- 3) [About Prince George](#)
- 4) [Outdoor Adventure](#)

Contact Info:

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