
Title:	Nordic Technical Director
Reporting to:	Vice President, Sport and Managing Director, Whistler Olympic Park
Location:	Whistler Olympic Park Whistler, British Columbia

Overview

Whistler Sport Legacies is a not-for-profit organization responsible for owning, managing and operating three 2010 Olympic and Paralympic Winter Games venues: Whistler Athletes' Centre, Whistler Olympic Park, and Whistler Sliding Centre. Our vision is to be a centre for sport excellence while growing sport.

The Nordic Technical Director has an unwavering belief in sport development in Canada. This role is committed to facilitate and develop a performance and parasport Nordic community including ski jumping, Nordic combined, cross-country skiing, and biathlon sports in accordance with the Whistler Sport Legacies' (WSL) mission, vision, and values.

As a leader on the WSL team, the Nordic Technical Director has extensive experience in Nordic sports, and a valued reputation in the Nordic sport community. Reporting to the Vice President, Sport and the Managing Director, Whistler Olympic Park (WOP) this role supports the ongoing development and delivery of Whistler as the place of choice for athletes and coaches to develop, train, and compete. This is an evolving position and responsibilities may shift over time.

This position requires flexibility to assist the team with other activities or initiatives including flexibility to work evenings and weekends as required.

Responsibilities

- Provide a leadership role and represent the organization's mission, vision, and values
- Contribute to the overall objectives of WSL as part of an integrated management team
- Work collaboratively with other WSL Managers who are responsible for the delivery of services to the venue (i.e. maintenance, grooming, guest services, sales, marketing, volunteers, etc.)
- Develop and manage an annual business plan for Nordic Sport at WOP and work within the approved budget, according to established financial procedures
- Carry out operational plans for functional areas and ensure that all work is conducted in accordance with the approved plans and budgets according to established financial procedures
- Develop and manage an operational budget for Nordic sport that supports the WOP business plan
- Participate in the development of the overall WOP business plan
- Collaborate with external stakeholders and the WOP operational team to design a Snow Strategy for WOP
- Provide leadership and direction in the delivery of Nordic sport, and other sport programs in accordance with WSL, IF and NSO standards
- Work closely with the Nordic sport community, sport user groups, schools and universities/colleges to advance and grow sport programming at WOP and WSL as required

- Maintain and establish strong relationships relevant National Sport Organizations (NSOs), Provincial Sport Organizations (PSOs), clubs and other partner organizations
- Maintain good relations with both International Sports Federations (IFs), International Biathlon Union (IBU) Fédération Internationale de Ski (FIS), as needed (NSO as primary conduit to IF's)
- Participate in managing sporting events and IF meetings as required and directed
- Work closely with sport and the WOP operations team to ensure the quality of the daily training and competition environments are optimal including surface preparation
- Develop and manage effective relationships with key stakeholders and partner organizations; share ideas and resources to improve operational efficiencies and event management
- Foster a strong culture of health & safety; work with Human Resources and Safety to ensure all WorkSafeBC and BC Safety Authority requirements are met; ensure that a strong relationship exists between the venue and the regulatory bodies and that all certification requirements are and continue to be met within the functional area
- Contribute to the development of WOP policies and procedures
- Establish a robust communication pathway for sport user groups to ensure quality sport delivery at WOP and sport system alignment
- Lead the development and training of WOP instructors and coaches, with support from respective sport organizations and the established certification pathways
- Lead and manage the snow sport school operational area including the development and coordination of snow sport coaches and programs
- Plan and schedule sport in the broader context of WOP Operations
- Assist with sport competition event planning and execution as needed and required
- Develop and support bid plans for major sport events
- Develop and foster a strong sport volunteer program
- Oversee software / hardware of sport measurement systems pertaining to Swiss Timing Glactica Scoreboards, Ski Jump Measurement System, and Nordic Timing System
- Proactive approach and understanding in the development and identification of recreational Nordic skiing needs and participant abilities
- Work collaboratively to support relevant WOP recreation/competition trail system as required
- Oversee corporate events/competitions and act as Master of Ceremonies (MC) when required
- Carry out WSL's customer service philosophy: AIM (all interactions matter)
- Other duties may be assigned as required

Leadership

- Responsible for managing and providing leadership to colleagues and volunteers with emphasis on the following areas according to established HR procedures:
 - Position Description review, recruitment and selection
 - Recruitment and selection
 - Orientation and ongoing training
 - Adherence to WSL policies and procedures
 - Creation of departmental policies and procedures
 - Performance management and conflict resolution
 - Succession planning
 - Management of appropriate partners/vendors

Position Requirements

Education/Experience

- Diploma, certificate or degree from a recognized post-secondary institution in a related field (e.g., sport management, business administration, etc.) or equivalent combination of education and experience required
- Competition Development or Level III coach certification (or foreign equivalent) in one Nordic discipline required
- Strong technical background in one or more Nordic sport required
- Previous experience and understanding of Nordic sports required
- Knowledge of the IFs and IOC structure, requirements and rules required
- Previous experience in developing and managing an operational budget required
- Management, supervisory, leadership and interpersonal skills and experience required
- Knowledge of sport development and the Long Term Athlete Development Model required
- Experience and established relationships with the FIS, and IBU an asset
- Experience and established relationships with one or more Nordic NSOs and PSOs an asset
- Previous experience in the design, development, operation and management of a Nordic sport facility an asset
- Coach facilitator training an asset
- Knowledge working with technical officials and a large number of volunteers an asset
- Knowledge of timing and scoring requirements and rules preferred
- Experience in business and product development preferred

Qualifications

- Leadership: Creative, innovative, demonstrates initiative and leads change where applicable and necessary. Respected in the sport community
- Nordic Sport Development: A comprehensive understanding of how to develop Nordic athletes at all levels of the Canadian Sport for Life model; including their needs
- Business Skills: Organizational management including budgeting, human resources, business development, and reporting
- Team Player: Has the best interest of Sport and WSL at heart and engages the team and stakeholders through an open, honest and collaborative process
- Community Involvement: A good understanding of how to develop, nurture, and strengthen community partnerships
- Partnership Development: Proven track record in developing strategic partnerships both in sport and the community

Skills

- Proven leadership skills
- Strong organizational skills and attention to detail
- Proven ability to communicate effectively, written and verbal

- Quick evaluation and decision making skills
- Takes personal accountability and responsibility for actions; takes initiative to find creative solutions to problems or issues
- Flexible and adaptable to work efficiently in variety of settings
- Excellent computer skills required
- Ability to express the needs of sport to all stakeholders required
- Willingness to assist other team members (perhaps outside the department) as needed and requested
- Passion for exceptional customer service is essential
- Possess critical thinking and reflective thinking skills
- Self-directed entrepreneurial spirit is essential
- Competent Nordic skier preferred

Physical Requirements

- Ability to work outdoors in variable weather winter conditions
- Ability to stand for long periods of time
- Ability to lift 50lbs

Languages

- Fluency in English required
- Fluency in French an asset

To apply for this role, please submit your cover letter and resume to jobs@whistlersportlegacies.com by April 9, 2015.