

SOVEREIGN LAKE NORDIC CLUB
MASTERS HP COACH - JOB DESCRIPTION

Position: Masters HP Coach

Reports To: Head Coach

Hours: Part Time Casual Spring/Summer/Fall, Full Time Winter (possible adjustments to part time year round and $\frac{3}{4}$ time in Winter)

Salary: Competitive Wage Subject to Qualifications

SKILLS AND QUALIFICATIONS:

- High-performance Nordic ski experience, a strong technical and academic training in cross-country skiing.
- Minimum CANSI Level 3 or NCCP T2T (Train 2 Train) Coaching Certifications
- Working knowledge of Nordic skiing and ski area operations
- Technically strong Nordic skier (in both classic and skate techniques) and a good role model for program participants
- A solid understanding of Nordiq Canada's Long Term Athlete Development Guide and needs of Masters athletes
- Knowledgeable in use of Training Peaks
- Strong computer skills (word processing, team management apps, Google suite)
- Ability to take direction, function independently and manage multiple tasks and teams
- Demonstrated problem solving skills and ability to think and act independently
- Demonstrated team leadership and supervisory skills
- Ability to function in a team environment
- Demonstrates strong administrative and delegation skills
- Superior communications skills in working with team members and the public

GENERAL RESPONSIBILITIES:

Coaching

- Responsible for Masters Program (Masters XC, HP and race team), lead coach for Master HP and Race team
- Masters Coach will work with the Programs Admin to recruit athletes and coaches into each of the different programs ensuring reasonable amount of coach/athlete ratios
- Engage Masters during the off season to recruit new participants in Programs and maintain winter season participation.
- Increase number of trained/certified coaches and hold regular technique reviews with the head coach
- Ensure coaches have enough support during on snow sessions

- Spend some time coaching in each Masters XC group through the winter
- Mentor and support each group lead coach
- Communicate with Programs Administrator about events, schedules, etc
- Masters Race Team athletes yearly training and weekly training programs adjusted to individual needs
- Master HP participants general adjustment to YTPs geared towards World Masters performance, post weekly workouts on Training Peaks
- Travel to local/regional races for racing and waxing support
- Travel to World Masters for race support
- Oversee and manage Masters XC program
- Hold 2-3 coaching technique clinics with Master's XC volunteer leaders during winter
- Ensure Masters are getting appropriate amount of individual technique feedback
- Conceptualize social events for Masters participants
- Liaise with head coach

Administrative:

- Respond to emails, texts and phone calls from Masters athletes
- Monitoring, answering and referral of general telephone, and email inquiries
- Ensure Registration database is accurate for Masters Participants with the Programs Admin
- Review and ensure all Code of Conduct documents are signed and filed
- Scheduling of coaches for each session
- Keep accurate records of all volunteer coaches and volunteer coaching time and submit them to Program Administrator
- Coordinate and lead Masters orientation and year end meeting
- Prepare year-end report for Programs Committee
- Act as the Masters Group Liaison on the SLNC Programs Committee

Customer Service

- Identify customer service issues, resolving them where possible and identifying chronic systemic or facility concerns to the Head Coach or General Manager