



**JOB DESCRIPTION**  
**Head Coach**  
**Strathcona Nordic Ski Club**

**Overview:**

The Head Coach is a full-time year-round position with a salary based on the coach's skills and experience. The position includes a comprehensive benefits program (currently under review). It is anticipated and expected that working hours will vary throughout the year, with the position requiring extended workdays or work weeks during the ski season.

The Head Coach is responsible for developing and implementing Strathcona Nordic Ski Club's ("SNSC") coaching and athlete development plans, leading and managing the SNSC volunteer coaches, and directly coaching the Master and Junior race programs.

To apply for this position, please send your resume and cover letter to [admin@strathconanordics.com](mailto:admin@strathconanordics.com). Please submit application before July 21, 2023.

**1. Reporting Structure:**

- The Head Coach reports to the SNSC Board of Directors (the "Board") or a member or subcommittee as determined by the Board.
- The Head Coach manages and oversees the volunteer coaches for all SNSC programs.
- The Head Coach may facilitate courses for Cross Country BC ("CCBC") or assist CCBC with programs or tasks, in which case the Head Coach will report to CCBC as directed by the SNSC Board, and for which the Head Coach may receive additional compensation.
- The Head Coach may also be subcontracted to provide services to other organizations at the discretion of the Board.

**2. Major Areas of Responsibility:**

**Athlete Development:**

- Prepare an annual club athlete development and racing plan consistent with Long Term Athlete Development ("LTAD") guidelines for each stage. The plan is to be presented to the SNSC Board at a designated Board meeting.
- Act as the full-time coach for the Junior Race Team and Masters Racing program athletes.

- Provide, monitor and assist Masters and Junior team members with annual training plans in accordance with their LTAD status and performance objectives. Monitoring includes encouraging athletes to track and document training activities, evaluating athlete training plans and activities and providing feedback.
- Facilitate and coach weekly training activities for each of the Masters and Junior teams (minimum weekly contacts with each group as determined by the SNSC Board in collaboration with the Head Coach).
- Lead Junior athletes to regional, provincial, and national races.
- Organize, plan and report to the SNSC Board following race trips and document and submit expenses in accordance with club expense policies.
- Communicate directly and on an ongoing basis with SNSC volunteer coaches, athletes and their parents regarding program activities, training sessions, camps and trip plans.
- Create a development plan for Devo athletes, and provide leadership and direction to Devo program coaches to implement the plan. Have monthly check-in meetings with Devo coaches, and ski with and coach the Devo athletes a minimum of once monthly during the Devo program period.
- Organize and deliver a minimum of two Regional Camps annually for the SNSC membership in accordance with the SNSC Athlete Development Program.
- Recommend identified talent to the SNSC and CCBC Athlete Development Committees.
- Promote opportunities for Junior and Devo teams to ski with Jackrabbit groups to foster role modelling and larger team and club involvement.
- Provide semiannual reports on the athlete development program to the SNSC Board.

**Coaching Development:**

- Provide leadership, direction, management and mentoring for the SNSC volunteer coaches responsible for implementation and coaching of SNSC LTAD programs and ensure that LTAD targets are achieved by volunteer coaches.
- Assist individual SNSC volunteer coaches with the integration and implementation of the racing programs including year-round training, session programming, and race preparation and debriefing.
- Consult with volunteer coaches who request assistance with their personal coach development plan.

- Support the SNSC with the planning and scheduling of annual club coach certification courses and foster volunteer coach advancement through development and training opportunities.
- Schedule and deliver winter on-snow refresher clinics for club coaches.
- Deliver NCCP courses in the region and elsewhere in the province, in association with CCBC, as assigned.

**Other services, recruitment & marketing:**

- Participate in club activities that serve the general membership from time to time as requested by the club Board. (i.e. wax clinics, refreshers)
- Participate in recruitment and/or marketing and promotional events, representing the SNSC and the sport as directed by the SNSC Board.
- Report external requests for services or related coaching activities to the Board.

**Administration & Communication:**

- Maintain a work/activity log and a vehicle mileage/activity log, and provide periodic summary reports upon request.
- Communicate with the SNSC Board or the Communications Director on a timely basis to provide specific information regarding upcoming training, camps, weekly activities, and other relevant news to the general club membership.
- Provide reports to the SNSC Board or the Communications Director of any noteworthy events of interest to our members, or delegate all or parts of this role to another club member as appropriate (e.g. results from races, camps, and selection of athletes to teams etc).
- Liaise with CCBC in a responsive, timely and proactive manner regarding scheduling and coordination of regional activities.
- Prepare and present Head Coach activity reports to SNSC Board of Director meetings.
- Prepare and present Head Coach Annual Report to the SNSC Annual General Meeting

**Personal Development, Evaluation, and Responsibilities:**

- Document and implement a personal development plan. Evaluate and report on progress annually in association with an annual report.

- Participate in planned formal and informal coaching evaluations by athletes, board delegates and CCBC (where applicable).
- Demonstrate ethical decision making to athletes and volunteer coaches, at all times, act in accordance with the SNSC Code of Conduct and all other SNSC policies and procedures.

### **3. Skills and Qualifications**

The ideal candidate would possess the following skills:

- Advanced classic and skate skier with advanced technical knowledge of both disciplines. Rollerski skills.
- Fit, athletic, and capable of being outside for long days and skiing with athletes during training sessions.
- Demonstrated ability to lead and manage volunteers, volunteer coaches and staff, and race support teams.
- Ability to work collaboratively with, and take direction from, a board of directors.
- Demonstrates leadership skills, the ability to engage and motivate athletes, and communication and interpersonal skills.
- Demonstrated familiarization with Sport Canada's Long Term Athlete Development Model.
- Waxing and ski preparation skills.
- Ability to work with word processing and spreadsheets, and use apps and devices to support the Long Term Athlete Development Model.
- Ability to work collaboratively with all members of the SNSC club, other clubs, Cross Country BC, and Nordiq Canada.
- Valid standard First Aid Certification or Wilderness First Aid.
- Up to date and clean Criminal Record Check
- Valid Class 4 drivers license or ability to obtain before November 1, 2023.
- Minimum NCCP certification: Competition Coaching Development for Learning to Compete (CCD-L2C).