

SOVEREIGN LAKE NORDIC CLUB
BIATHLON COACH - JOB DESCRIPTION

Position: Biathlon Coach

Reporting: Head Coach

Hours: Casual Part Time Summer/Fall, Schedule Part Time Winter

Wage: Competitive Wage Subject to Qualifications

SKILLS AND QUALIFICATIONS:

- Minimum certification: NCCP Biathlon Canada Competition Introduction Coach Level or reasonably achievable within one year in the role
- Previous assistant or lead coaching experience preferred
- Effective and engaging communicator with parents
- Experience with athlete development to provincial and national level
- Working knowledge of Nordic skiing and ski area operations
- High-performance Nordic ski and biathlon experience
- Experienced and competent wax technician
- Effective time management in creating and developing new Biathlon Programming opportunities within the club
- Proficient in Biathlon competition rules
- Good role model for program participants
- Knowledgeable with Training Peaks
- 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

- Work closely with Head Coach on program development and scheduling
- Overall biathlon program development and delivery mechanism
- Develop of annual training plans, individualized for each biathlete

- Support the organization of camps, races and other events
- Develop a Masters HP Biathlon program
- Responsible for rifle and ammunition safety and security
- Recruit new biathletes at all levels, including cadets
- Recruit, train and mentor volunteer coaches
- Attend races providing leadership, coaching support, wax determination, logistics, direction to parent/coach volunteers and other tasks as needed

Administrative:

- Respond to emails, texts and phone calls from biathletes
- Monitoring, answering and referral of general telephone, and email inquiries
- Coordinate with Program Administrator all Biathlon Programs, events, training sessions and competitions
- Ensure all waivers are signed and filed with the Programs Administrator
- Track volunteer coach's hours and send to Programs Administrator weekly
- Ensure all coaches Code of Conduct documents are signed and filed with the Programs Administrator
- Member Program Focus Group
- Member of the Programs Advisory Team
- Act as the Biathlon Program 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