

SOVEREIGN LAKE NORDIC CLUB
SKILL DEVELOPMENT PROGRAM LEAD - JOB DESCRIPTION

Position: Skills Development Program (SDP) Lead

Reports To: Head Coach

Hours: Part Time Casual Fall / Part Time Winter

Salary: Competitive Wage Subject to Qualifications

SKILL DEVELOPMENT PROGRAMS:

A vertically integrated athlete development program (created in partnership with Nordiq Canada, Sport Canada, and the National Coaching Certification Program), is the group of individual club programs that provides a clear and continuous progression of skier development opportunities, targeting Bunny Rabbit through Track Attack aged participants, for children 5 to 12 years of age.

SKILLS AND QUALIFICATIONS:

- Working knowledge of Nordic skiing and ski area operations
- Technically competent Nordic skier and good role model for program participants and parent coaches
- A minimum of L2T (Learn 2 Train) Coaching certification through the NCCP Program, or willingness to take the course in Year 1.
- 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
- Strong computer skills (word processing)
- Superior communications skills in working with team members, parents and the public
- Build effective working relationships
- Provide inspiration and enthusiasm
- A solid understanding of Nordiq Canada's Long Term Athlete Development Guide
- Knowledge of Biathlon an asset

GENERAL RESPONSIBILITIES:

Leadership and Supervisory

- Responsible for SDP program: Bunny Rabbits through Track Attack
- Foster growth in vertically integrated SDP Program
- Lead coach for the SDP program
- SDP Lead will work with Programs Admin support to recruit into each of the different programs ensuring reasonable amount of coaches/youth athlete ratios
- Expand, and actively lead SDP Recruitment Programs in the Community
- Engage TA participants during the off season to recruit new participants in Programs and maintain winter season participation
- Recruit new volunteer parent coaches for each program in conjunction with the head coach
- Increase number of properly trained coaches and hold regular technique reviews with the head coach
- Ensure coaches have enough support during on snow sessions
- Lead own group in SDP
- Communicate with Programs Administrator about events, schedules, etc
- Build seasonal plans suited to the needs of each program.
- Support the organization of age appropriate camps, races and other events
- Coordinate parent group for weekly refreshments and other volunteering initiatives.
- Plan, set up stadium and conduct activity/practice sessions
- Coordinate the use of ski area to suit the needs of different ages/skill levels within the groups
- Ensure equipment/props ready for sessions
- Conceptualize social events for SDP participants
- Liaise with head coach
- Act as the SDP Program Liaison on the SLNC Programs Committee.

Administrative:

- Ensure Registration database is accurate for SDP Participants with the Programs Admin
- Ensure all waivers are signed and filed
- Review and ensure all Code of Conduct documents are signed and filed

- Keep accurate records of all volunteer coaches and volunteer coaching time and submit them to Program Administrator
- Coordinate with Program Administrator all SD Programs, events, training sessions and competitions
- Administration of SDP enrollment kits, program booklets, and award stickers
- Respond promptly to all emails and communications from parents
- Coordinate and lead parent meeting twice a year, specifically one at the beginning of the season
- Sit on the Programs Committee as the SDP Liaison
- Member of the Programs Focus Group
- Member of the Programs Advisory Team
- Coordinate, advertise and deliver the SDP programs at the community level
- Scheduling of coaches for each session
- SDP Lead will liaise between CCBC SDP rep to ensure adherence to Nordiq Canada's guidelines
- Prepare yearend report for Programs Committee

Customer Service

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

Communications and Marketing

- Monitoring, answering and referral of email inquiries
- Provide monthly program information to Programs Committee and Program Admin for use in Club and Program newsletters
- Together with marketing staff, develop a recruitment plan for the upcoming season