



SLNC HEAD COACH JOB DESCRIPTION

Position:	Head Coach
Reporting Structure:	Reports to the General Manager
Application Deadline:	August 1 st , 2021
Start Date:	August 16 th , 2021

The Head Coach reports directly to the General Manager and oversees the organization of all SLNC Programs and training of club volunteer coaches.

The Head Coach will work alongside a Programs Advisory Team (PAT) while also leading Programs Focus Groups (PFG) as deemed necessary with Parents and Coaches. The Head Coach will be expected to take a leadership role in monthly meetings of the Programs Committee in addition to general staff meetings when not in conflict with other work duties.

The Head Coach will hold primary responsibility for direct delivery of athlete training at the Junior Development and Academy levels in addition to providing training and development of volunteer coaches and instructors in a year-round position.

The Head Coach will also oversee the development of the Master's Programs, Biathlon Programs and Skill Development Programs with the support of the Programs Committee, the PAT and PFGs.

The Head Coach is responsible for overseeing the Master's HP coach, Biathlon coach, SDP Lead and Programs Administrator. This includes annual evaluations to be performed in Spring each year.

Athlete Development

- Direct delivery of coaching to skiers in the Training to Train (ages 12-15) and Learning to Compete (ages 15-19) levels.
- Coordinate athlete training, create annual and monthly training plans for race team athletes, and communicate clearly and regularly with parents and athletes in the Junior Development Program.
- Meet Sport Canada and CCC's Long Term Athlete Development (LTAD) standards at all levels within the scope of the contract.
- Work with the Programs Committee, PAT and PFGs to ensure that club programs meet the needs of all participants to keep them in the sport regardless of their ski goals or abilities.
- Oversee Biathlon Program development with the Biathlon Coaches, expanding integration with Skill Development Programs and Junior Development Programs.
- Create (alongside the GM) short, and long-term strategic plans that will guide SLNC to a successful future of Programs development.

Coach Recruitment, Training and Development

Together with the Programs Committee, develop overall coaching plans and ensure volunteer coach recruitment,

- Ensure that volunteer coaching capacity within the Club meets the needs of all athletes,
- Ensure that appropriate and age-specific child/coach ratios are in place for all program levels. This includes assisting the Coaching Coordinator in volunteer coach recruitment from within the Club membership.
- Ensure that CCBC's LTAD minimum coaching standards are met for all program levels by arranging formal coach training courses with the assistance of the Club Coordinator and GM.
- Deliver dryland and on-snow mentorship sessions for volunteer coaches.
- Foster advanced volunteer coach training and development within the club by encouraging participation in provincial coach training and development opportunities.
- Create a strategic plan that will support the growth of our youth programs to 250+ participants over 3 years.

- Facilitate and engage CCBC in the development of new coaches at SLNC.

Club Operations

The Head Coach may be assigned non-coaching related operational duties by the General Manager when required as long as it is not in conflict with the delivery of scheduled Programs. The General Manager and Head Coach will develop a work schedule and deliverables that reflect this reality, especially around the Christmas Holidays.

The Head Coach will provide an annual programs budget (outlining all anticipated expenses and expected revenues) and program overview. This is to be submitted no later than May 1st each season and reviewed with the General Manager at PC Meetings.

Personal Development

- Foster relationships with CCBC and Nordiq Canada.
- Participate in regional and provincial training camps to increase coaching diversity and support club athletes at the regional and provincial level as much as possible.

Head Coach Annual Work Schedule

The Head Coach is a full-time year-round position. It is recognized that working hours vary from week to week especially during the core racing season of December-March where extended days may be required during race events. To the extent possible, working hours during this May 2021 period will be scheduled and managed by the General Manager and the Head Coach to ensure that hours are balanced within any 2-week pay period and that any compensating time for excess hours is provided throughout the course of the April-September period.

Skills and Qualifications

- Demonstrates an ability to work as part of a dynamic team in an often fast paced, team environment with all coaches, Programs Committee, PAT, Programs Focus Groups, the GM and all SLNC staff,

- Demonstrates exceptional planning and organizational skills,
- Superb communication and interpersonal skills,
- Demonstrates leadership skills, the ability to lead and motivate staff, BOD and volunteers.
- Minimum NCCP certification level of Competition Coaching Development for Learning to Compete (CCD-L2C) and familiarity with Nordiq Canada's Long-Term Athlete Development (LTAD) Model,
- National calibre waxing and ski prep skills.
- Skills in basic computer applications such as MSWord, Excel, PowerPoint, Team Snap. WordPress experience is an asset.

Performance Evaluation

The General Manager will complete an annual performance review of the Head Coach, assessing performance in the areas of responsibilities listed above.