

SCHEDULE "B"

ACADEMY COACH JOB DESCRIPTION -

Position: Academy Coach (In either Biathlon or XC Program) Biathlon Coach is preferred at this time.

Reporting Structure: Reports to the Head Coach and Programs Committee (PC)

Evaluation Process: Quarterly reviews will be completed by the Head Coach, GM and the Programs Board Rep to ensure we are staying on track with Academy program deliverables. An annual performance review will be completed by the Head Coach and General Manager.

The Academy Coach, reporting directly to the Head Coach, and acting as an Academy Liaison on the Programs Committee (PC). The Academy Coach assists with the XC and/or Biathlon Academy Program for joined ski sessions, and assists at races for both sports when available. The Academy Coach will also oversee the professional development of biathlon volunteer coaches.

The Academy Coach will also lead Programs Focus Groups (PFG) as deemed necessary with Parents and Coaches. The Academy Coach will be expected to take a leadership role in monthly meetings of the PC in addition to general staff meetings when not in conflict with other work duties.

Primary duties of the position include the following:

- Lead/Assistant Coach for the Biathlon or Ski Academy Team,
- Assistant/Lead Coach for the XC Ski Academy Programs,
- Oversee Biathlon Bears, JD Biathlon and Masters Biathlon Programming with Volunteer Coaches,
- Create YTP's for athletes in both Academy Programs with the Head Coach,
- In collaboration with Head Coach, plan and implement testing and monitoring for all Academy Program athletes,
- Lead and oversee the development of public demo day programming as a fundraising initiative for the Program,
- Advise the Competition Committee as needed on race development opportunities,
- Lead Recruitment Initiatives for athletes in all Academy Programs, focussing largely on out-of-club recruitment,

- Lead Coach at all scheduled Academy Races in the competition season, including regional races, BC Cups, and National Championships. Other events may be added to the calendar as approved by the PC each year,
- Relieve Head Coach when they are scheduled off for training sessions.
- Lead Coach Training and mentorship for Biathlon and assist with XC Professional Development of Program Volunteer Coaches.
- Lead and assist with Training Camps in the Spring, Summer and Fall,
- Be an active coach involved in the Biathlon BC coaching system, working Provincially at designated dryland and on-snow training camps.
- Develop the annual Biathlon Program budget with the General Manager,
- Assist with Fall Dryland Nights with the club,
- Assist with Community events as a Programs representative,
- Provide administrative support to the Biathlon Program,
- Attend monthly PAT meetings, and provide a report on monthly activity prior to meetings,
- Assist with Safety Plan Development for our Biathlon Program.
- Work to create a post -secondary collegiate program under the umbrella of SLNC Programming.

Coach Recruitment, Training and Development

Together with the PC and PFGs;

- Develop overall coaching plans and ensure volunteer coach recruitment targets are met,
- Implement the Responsible Coach Movement (RCM) pledge within our organization and foster a community of acceptance, responsibility and ownership.
- Ensure that volunteer coaching capacity within the Biathlon Program meets the needs of all athletes,
- Ensure that appropriate and age-specific child/coach ratios are in place for all program levels.
- 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 5-year biathlon strategic plan that will support the growth of our biathlon programs,
- Facilitate and engage BiBC and Biathlon Canada in the development of new coaches at SLNC.

The Head Coach will provide an annual programs budget (outlining all anticipated expenses and expected revenues) and program overview. As the Biathlon Coach you will provide feedback into the Budget. This is to be submitted by April 15th each season. This working budget is reviewed quarterly with the General Manager and Finance Committee.

Personal Development

- Foster relationships with Biathlon BC and Biathlon Canada.
- Participate in regional, provincial, and National training camps to increase coaching diversity and support club athletes at the regional and provincial level as much as possible.
- Participate as a Regional and Provincial Coach when available at Camps and events.

Biathlon / Academy Coach Annual Work Schedule

The Biathlon / Academy Coach is a full-time year-round position. It is recognized that working hours vary from week to week especially during the core prep and racing season of November-March where extended days may be required during race events. To the extent possible, working hours during this 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 volunteer coaches, 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, board and volunteers, -Familiarity with CCC's Long Term Athlete Development (LTAD) Model,
- Minimum NCCP certification level of Competition Coaching Development for Learning to Compete (CCD-L2C).
- National calibre waxing and ski prep skills.
- Skills in basic computer applications such as MSWord, Excel, PowerPoint and Team Snap. WordPress experience an asset.

Performance Evaluation

The General Manager (with the Head Coach) will complete an annual performance review, assessing performance in the areas of responsibilities listed above. The performance review will include a review of salary and benefits. Any changes to salary and/or benefits would come into effect as agreed upon in during the review process with the approval of the SLNC Board.

Quarterly budget reviews will take place to provide feedback and suggestions for ensuring financial resiliency of the Programs budget.