

# Skills Development Programs Coach

## Job Description

**Position:** Skills Development Coach (Maternity Position)

**Reporting to:** XC Head Coach

**Hours:** September 1st, 2024 - March 16th, 2025

**Part-time 10- 15 hrs per week**

\*See Programs Administrator Position (for combined role creating a Full time Seasonal position)

**Compensation:** \$25/hr with individual Season Pass

**Skill Development Programs:** A vertically integrated athlete development program (Created in partnership with Nordiq Canada, Sport Canada, and National Coaching Certification Program) is a club program that provides a clear and continuous progression of skier development opportunities, targeting programs for children 3-12 years of age.

### Skills and Qualifications:

- Provide inspiration and enthusiasm.
- 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.
- Demonstrate strong administrative and delegation skills.
- Strong computer skills (word processing).
- Superior communication skills in working with team members, parents, and the public.
- Build effective working relationships.
- A solid understanding of Nordiq Canada's Long-Term Athlete Development Guide.

### Leadership and Supervisory

- Lead coach for the SDP Program.
- Responsible for SDP Programs: Bunny Rabbits through Track Attack, Biathlon Bears, and Winter Fit.
- Foster growth in SDP Program.
- The Development Programs Coach will work to recruit athletes and coaches into each of the different programs, ensuring a reasonable coach/ athlete ratio.
- Increase the number of trained/ certified coaches and hold regular technique reviews with the Biathlon and/or XC Coaches.
- Ensure coaches have enough support during snow sessions.
- Find substitute coaches for when Coaches are going to be away.
- Spend some time leading each group through the winter.
- Build seasonal plans suited to the needs of each program.
- Mentor and support each group lead coach.
- Organization of age-appropriate camps, races, and other fun event days in collaboration with Programs Committee and SDP volunteer coaches.
- Coordinate parent group for weekly refreshments, stadium set up and tear down, etc.

- Coordinate the use of ski areas to meet the needs of different ages/ skill levels within the groups.
- Ensure equipment is ready for each session.
- Act as the Development Program Coach on the Programs Committee.
- Set up pre-season and end-of-season in-person meetings with each group of coaches.

**Administrative:**

- Stay up to date with CCBC and Nordiq Canada Guidelines.
- Scheduling of coach development sessions with XC Head Coach.
- Coordinate and lead parent/ participant orientation meetings.
- Identify customer service issues, resolving them where possible and identifying chronic systemic or facility programs to the General Manager

**Communication and Marketing:**

- Monitoring, answering, and referral of email inquiries; respond promptly to all emails and communication from parents
- Attend monthly Programs Committee meetings
- Provide GM with stories and pictures to use in newsletters.
- Update *TeamSnap* with all Program events and theme days.
- Update *TeamSnap* with weekly program sessions and technique style.

**\*Please send an email with your expression of interest including cover letter and resume to Wendy Shannon, General Manager. [gm@sovereignlake.com](mailto:gm@sovereignlake.com)**

- **Please remember this is a temporary Maternity position for the 24/25 Season.**