



## **Bears Program Coordinator/Coach**

Foothills Nordic Ski Club (FNSC) is a not for profit, full service Nordic ski club based in Calgary, Alberta. Incorporated in 1964, FNSC has a long history of organizing and delivering programs geared towards cross-country skiers and biathletes of all ages and performance levels. The Club has more than 1000 members, ranging from Jackrabbits and Biathlon Bears to High Performance athletes and Masters level recreational skiers. With an 11-member volunteer Executive, approximately 70 cross-country and biathlon coaches (both paid and volunteer) and over 200 active volunteers, the Club's initiatives also include the staging of major events and races in Calgary and the Bow Valley.

**FNSC is seeking a Bears Program Coordinator/Coach starting in May 2019.** This is a part-time employment contract with the option for renewal. The successful candidate can expect to work 10 to 15 hours per week depending on seasonal fluctuations. The Bears Program Coordinator/Coach is responsible for the planning and good progress of the Biathlon Bears and Racing Bears programs.

### **Responsibilities**

- Schedule biathlon coaches prior to the start of the fall dryland season. Manage the hiring process to fill any gaps in coaching schedules, with assistance and input from the Head Biathlon Coach. Schedule substitute coaches throughout the season as required.
- Communicate with parents prior to each of the fall and winter sessions to provide information on practice locations, equipment requirements and race options.
- Update Team Snap with training information and coaches' names.
- Email parents reminders of race registration openings. Schedule coaches for the races depending on athlete attendance. Send weekend race schedules to attendees prior to races.
- Manage equipment: ensure Scuba Tanks are filled (especially before races), verify pellet supply throughout the season, and take rifles for repairs as required. Also ensure EcoAims rifles are charged and regularly maintained.
- Bring all program concerns to the attention of the Biathlon Director and Head Biathlon Coach. Communicate updates to Biathlon Director throughout season.
- Coordinate extra practices and season wrap up event as required.
- Prepare age-based recommendations for the following season, verify the list with the coaches of each program, and communicate these recommendations with parents.
- Ensure FNSC coach registration list is up to date and coaches meet Club requirements (Police Screening, Standard First Aid).
- Organize one 3-hour orientation session with all coaches prior to the start of the season to include information on Health and Safety requirements, timesheets, practice planning and equipment maintenance.
- As a coach, attend all Kinder Cup and Calforex Cup races in Canmore and all other Calforex Cups where Air Rifles are competing. If Air Rifle competitions are cancelled, help with the T1-B races.
- Attend the Alberta Winter Games for Zone 3 as a Head Coach for Air Rifles (every two years).
- Provide budget inputs as required by the Biathlon Director.
- Mentor new coaches.

- Coach all practice days.

**Qualifications**

- Community Coach Gold, trained
- Standard First Aid with CPR (required by September 1)
- Completed Police Information Check and Vulnerable Sector Search (required by September 1)
- Excellent written and verbal communication skills
- Familiarity with EcoAims and air rifles
- Experience using TeamSnap would be an asset

**Remuneration**

Compensation is \$800 to \$1200 per month commensurate with experience and seasonal fluctuations.

**Closing Date**

Applications must be received by **6:00 pm on Sunday, April 7, 2019.**

**Submit your cover letter and resumé to [biathlon@foothillsnordic.ca](mailto:biathlon@foothillsnordic.ca) in confidence.**