

BULKLEY VALLEY CROSS COUNTRY SKI CLUB

NORDIC SKILLS DEVELOPMENT PROGRAM COORDINATOR

PROFILE

The Nordic Skills Development Program (NSDP) coordinator is responsible for delivery of a NSDP in lieu of having a head coach on staff. The coordinator ensures the smooth delivery of the NSDP by ensuring program volunteers are well supported, development camps are well organized, and communication within the program is efficient.

The Nordic Skills Development Program includes strong school (~1500 visits/year) and Jack Rabbit programs (~80 kids/year), as well as an enthusiastic development program ranging from Learning to Train through to Training to Compete.

The position is for the 2019-2020 ski season with the possibility for renewal.

RESPONSIBILITIES

Administration

- Developing appropriate emailing lists to support communication within the club;
- Manage and report out regularly on the NSDP budget
- Main point of contact with CCBC and CCC
- Document protocols as appropriate to facilitate information transfer to future task leads
- Ensure application of the programs criminal record check policy
- Ensure program areas are aware of and apply the appropriate club policies and safe work procedures (<http://www.bvnordic.ca/about-our-club/club-handbook/>).

Coordination

- Coordinate a winter development camp that includes retaining a qualified coach for the camp, coordinating volunteers, camp administration, etc.
- Coordinate various guest instructor and mentoring sessions as directed by the coaches committee
- Coordinate special events that contribute to raising the profile of the program both within the club and within the community.
- Coordinate the Ski S'kool program
- Coordinate the race program's travel
- Coordinate CCC volunteer coach training

Communication

- Update and maintain the NSDP activities calendar
- Ensure web resources are up to date and effective
- Provide regular updates to parents and coaches on program activities
- Support coach meetings, including the development of agendas, minute taking and minute distribution
- Act as point person for questions pertaining to the NSDP
- Attend the annual Gear Swap and AGM as the NSDP representative

Note that this is the first year of the position and we expect to need to adjust the responsibilities based on the requirements of the coaches and the program.

WORK SCHEDULE

The coordination position is a contract, part time position averaging 20 hours/week. The position starts in September and wraps up the season by the end of March.

It is recognized that the number of hours worked each week will vary, especially during time periods that includes camps and other activities.

SKILLS AND QUALIFICATIONS

- Demonstrates an ability to work as part of a team, in a team environment with athletes, parents, volunteer coaches, and supervising committees.
- Demonstrates exceptional planning and organizational skills, excellent communication skills and interpersonal skills.
- Familiarity with the Nordic Skills development program and the Bulkley Valley Cross Country Ski Club.
- Skills in basic computer applications such as MSWord, Excel and PowerPoint.

REPORTING AND WORK PLAN

The NSDP Coordinator reports to the NSDP Director (“Director”).

A work plan will be developed in collaboration with the Director and the coaches committee. The work plan will provide a reasonable level of detail that outlines the priority activities on a week to week basis.

REMUNERATION

The Club shall pay the NSDP Coordinator a wage of \$25/hr for a maximum of 600 hours between September 1st to March 31st.

Over the season, working hours are expected to average about 20 hours per week. Actual paid hours should not exceed 8 hours in a day or 40 hours in a week unless approved by the Director or their delegate.

Vacation pay and other contributions and deductions will be made as required by employment standards.

CRIMINAL RECORD CHECK

The NSDP coordinator will be required to complete a criminal record check at the club's expense.