

Canmore Nordic Ski Club XC & Biathlon Coach

JOB DESCRIPTION

Position Title: Canmore Nordic Ski Club - U14/U16 Coach

Reports To: Canmore Nordic Ski Club - Program Director

Authority: The coach derives their authority from the CNSC Program Director

Date Revised: April 2026

GENERAL SUMMARY

Canmore Nordic Ski Club (CNSC) is seeking a full time Cross Country and Biathlon Coach to lead the U14 program, co-lead the U16 program, and assist the U18 program. This position is responsible for the planning, development, delivery and monitoring of the noted programs based on the CNSC program-planning framework. The development and implementation of these programs are done in conjunction with, and approved by, the CNSC Program Director prior to implementation.

KEY RESPONSIBILITIES:

- Coach for the XC programs: designing, planning, implementation and monitoring as approved by the CNSC Program Director.
- Develop, in conjunction with athletes, generic and individualized Yearly Training Plans (YTPs) for the U14 and U16 program for review and final approval by the CNSC Program Director.
- Coach (lead or assist) for the U14 and U16 biathlon program with communication with the Biathlon Manager
- Communicate YTP's to athletes and parents: goal setting, reviewing training logs, and all athlete/parent contact pertaining to the YTP's.
- Provide race support at races: coaching, waxing, liaison with other coaches and race officials.
- Recruit and train assistant coaches involved in these programs.
- Recruit Athletes to CNSC programs
- Attend and provide support for the spring, summer and fall CNSC Training Camps
- Provide timely, relevant and effective communication pertaining to weekly training sessions, club events, and XC race dates to athletes, parents, and other coaches via the CNSC Forum and other communication tools.
- Be familiar with Nordiq Alberta and Biathlon Alberta as it pertains to team selection processes and coaching opportunities
- Develop and maintain relationships with community organizations.
- Assist the Program Director in coordinating education from outside sources when necessary: nutritionists, doctors, psychologists, physiotherapists, weight training specialists, and guest coaches; and promoting and ensuring follow up with the athletes on information learned from the above specialists.
- Attend CNSC coach meetings and other meetings relevant to the role.
- Submit monthly summary and annual performance report to the CNSC Program Director.
- Develop and communicate safety management plans for all coach-supervised training sessions in consultation with the CNSC Program Director for all programs assigned to and ensure that these safety plans are being met.
- Relevant Miscellaneous tasks and/or special projects as required

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Education/Certification

Essential

- NCCP Competition Introduction Certified Coach Status (or equivalent)
- 5 year's experience as a XC ski coach and/or athlete
- Current 20 –Hour Wilderness First Aid Certification

Asset

- Relevant Degree or Diploma in a sports-based discipline or education

Communication

- Excellent verbal and written communication skills
- Communicates with others in a clear, concise and timely manner.

Interpersonal Skills

- Strong team player
- Ability to motivate, build trust, and gain the confidence of athletes and parents.
- Demonstrate ethical qualities and works to instill the virtues of fair play and sportsmanship in all aspects of the program.

Conditions

- Possess and maintain a valid class 4 driver's license
- Work overtime, weekends, and statutory/provincial holidays
- Travel and/or work in a variety of weather conditions and terrain for extended periods of time