



CROSS COUNTRY BC

Feb 22, 2023

JOB NOTICE: ATHLETE DEVELOPMENT COORDINATOR

Cross Country BC (CCBC), the Provincial Sport Organization for cross country skiing in British Columbia, is currently seeking to fill the position of Athlete Development Coordinator. The successful candidate will work out of the provincial office in Vernon, BC, but depending on the candidate, a remote work location could also be considered. This position can be a 0.75-time to a full-time position depending on the availability of the successful candidate.

General Responsibilities: This position is responsible for providing support for CCBC's Athlete Development Program. The job is dynamic, rewarding, and supports our growing "sport for life" across BC! As background, CCBC has

- almost 3,000 children in the Skill Development Program (SDP), at 36 clubs across BC
- ~12 regional camps each year throughout BC
- ~10 provincial camps each year
- 150 athletes on the BC Ski Team, BC Development Squad, BC Talent Squad (and Reserve), and BC Para-Nordic Team

A successful candidate should possess:

- Excellent computer skills with Microsoft Office and experience with basic website updates.
- The ability to work with a high degree of independence in a very fast-paced environment and respond quickly and efficiently to enquiries.
- Excellent time management and organizational skills, as well as ability to manage and prioritize multiple tasks concurrently.
- The ability to work as a team player in a volunteer-based organization.
- The ability to produce polished communication in written and oral form.

A background as an athlete and/or coach in the sport of cross country skiing would be preferred, but is not required.

Starting salary will be determined based on qualifications and experience. A job description is available on request. Applications should be in the form of a letter of application, with CV and three references, submitted by e-mail to ccbcjob@gmail.com. Only individuals receiving an interview will be contacted.

Deadline to receive applications is Mar 8, 2023.

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www.crosscountrybc.ca

