

## Opportunity

Coaching cross-country skiing in Whistler, British Columbia, presents an incredible opportunity to immerse yourself in a world-class training environment, surrounded by breathtaking landscapes and top-tier Olympic and local facilities. As the Head Coach, you will play a pivotal role in shaping the future of both youth and adult performance ski programs in the region. Our small but mighty group of skiers is eager to train and pursue their cross-country goals within a fun personal growth environment. With a flexible work schedule that peaks from September to March, this role offers the chance to work at professional venues like Whistler Olympic Park, Lost Lake Nordic Trails, Meadow Park Sports Centre, and Whistler Sports Legacies venues, while also contributing to the growth of the sport in this renowned outdoor destination. Access to housing may be available within the Whistler Sports Legacies inventory at Cheakamus Crossing in Whistler.

**Deadline:** If you're excited about a challenge that combines leadership, cross-country coaching, and outdoor activities, please reach out with a letter of interest and your resume or CV by April 25th/2025. Please include your earliest start date for this role.

## Head Coach Job Description

The Head Coach role is for someone who is highly motivated and has effective teamwork and collaborative skills, as well as the vision and skills to cultivate our youth and adult performance ski programs.

The Head Coach is responsible for implementing the Coast Corridor United\* performance and adult race program plans, leading and coordinating support coaches (volunteer or other) for both programs, and directly coaching the adult and Coast Corridor United Track Attack/Junior performance programs. In addition to the general activity descriptions below and subsequent activities, the Head Coach is responsible for the tasks outlined in the Whistler Nordics annual task list.

## General work arrangement

The hours of the Head Coach vary seasonally, with more hours from September to March and reduced hours in spring and summer. There is an understanding that there will be weeks during the fall dryland/winter season requiring more hours for direct coaching activities and planning. The position will require travel, as well as working in the evenings and on weekends. Travel to venues for training is the responsibility of the coach and may include Lost Lake Nordic Centre, Meadow Park, Whistler Olympic Park, Squamish, and Pemberton.

\*Coast Corridor United (CCU) is a collaborative effort between regional clubs in the Whistler area to create a performance-focused cohort for U12 to U16-aged racers. Spud Valley Nordics, Whistler Nordics, and Sea to Sky Nordics will have joined forces to develop the program with coaches, and technical direction under the banner of Coast Corridor United, administered by the Whistler Nordics Club.

## Reporting Structure:

- The Head Coach ultimately reports to the WN Board of Directors (the “Board”) and/or a member of the performance program subcommittee (Coast Corridor United Committee) as determined by the Board.
- On a day-to-day basis, the Head Coach reports to the Coast Corridor United Committee (CCUC) for operations planning, delivery, budgeting, and other activities related to the delivery of the activities described below.

- The Head Coach manages and oversees the coaches for the performance programs.
- The Head Coach may be requested by the WN Board to use allocated compensated hours to facilitate courses for Cross Country BC ("CCBC") or assist CCBC with programs or tasks, in which case the Head Coach will report to CCBC.

## **Major areas of responsibility**

### **Head Coach - Program Coordination:**

- Oversee Track Attack and Junior Racer/Development programs as well as the adult performance ski program, provide program design, promotions content, coordination, and management of coaches.
- Lead the hiring, management, scheduling, and mentoring of the coaches responsible for the implementation and coaching of WN LTAD programs.
- Lead the promotion and marketing of Track Attack and Junior Racer/Development Programs and adult performance programs with some support from the WN Executive Administrator.
- Lead the pathway development for athletes through general Club marketing, community outreach, and other strategies as determined with the CCUC.
- Collaborate with athletes, parents, and regional clubs for on-snow and dryland training camps. Organize and deliver a minimum of one on-snow regional training camp annually.
- Lead at least three webinar or in-person program coordination events throughout the year, 1) by mid-April (upcoming season programming, early season dryland) 2) by mid-August - fall dryland and winter programming/races, 3) by the end of October winter race planning).
- Communicate directly and on an ongoing timely basis (minimum once a week) with coaches, athletes, and their parents (where applicable) regarding upcoming weekly program activities, training sessions, camps, race trip plans, and any changes to schedules.
- Complete reporting and deliverables tasks for any grants or funding for their position or other coaches.
- Provide a monthly verbal or written update for the CCUC.
- Provide post-season final report to the CCUC and Board of Directors, annually by the end of March.
- Work with the CCUC to develop multi-year plans, an annual program plan and work within the annual program budget.
- Updates the annual task list for this role with the assistance of the CCUC.

**Head Coach - Athlete Development and Program Support**

The Head Coach will have an averaging agreement to work an average of ~14-16 hours per week (~460 hrs September to March) on direct athlete (youth and adult) development activities and more as spring/summer programming demand and direction dictates. \*Additional nordic coaching or sport administration roles with our club, regional clubs, or facilities could possibly be added on to complement Head Coach hours if the candidate has capacity and interest.

- Act as the head coach for the Track Attack, Junior, and adult performance program athletes.
- Lead on-snow sessions for recreational and racing athletes from the 'Learn to Train' to 'Learn to Compete' levels, encompassing the Track Attack and Junior Racing/Development Programs, up to 7hr/week direct training time. (minimum weekly contacts with each group as determined in collaboration with the CCUC)
- Lead on-snow sessions for racing adult athletes, at least two 1.5 hr per week..
- Provide individual technical feedback during on-snow or dryland sessions for athletes
- Prepare an annual club athlete development and racing plan consistent with Long Term Athlete Development ("LTAD") guidelines for each stage. The plan should have key deliverables, process targets, etc. that will be used for program and coach evaluation and development.
- Provide other coaches with structured session plans for dryland and on-snow training sessions.
- Provide, monitor, and assist athletes with goal setting (2x yearly), and annual training plans following their LTAD status and performance objectives. Monitoring includes encouraging athletes to track and document training activities, evaluating athlete training plans and activities, and providing feedback.
- Lead athletes to all of the regional Teck Coast Cup series in Whistler, all BC Cups/Championships, Track Attack Championships, and/or any other events and races agreed upon. At least 6 full weekends between November 1 and March 30th.
- Help organize, plan, and report on the CCUC race trips and document and submit expenses following club expense policies.
- Recommend identified talent to CCBC Athlete Development Committees.
- Assist with the recruitment of athletes through general Club marketing, community outreach, and other strategies as determined by the Board.
- Capture video and photo content of training and races to support social media/newsletter content
- Completes reporting and deliverables tasks for any grants or funding
- Work with the CCUC to develop and work within the annual program budget.

**Race Support:**

- Attend races and support athletes in all of the regional Teck Coast Cup series in Whistler, all BC Cups/Championships, Track Attack Championships, and/or any other events and races agreed upon. Support for athletes is in collaboration with other coaches, clubs, parents, and volunteers.
- Provide leadership, pre-race briefings, post-race debriefing, and waxing services/expertise at races/events.

**Additional Administration and Duties:**

- Communicate with the Executive Administrator and Board as determined.
- Other duties as discussed and agreed on, which, depending on individual interest, might include roles with our youth skills development program, coordination or supporting other nordic ski clubs (Sea to Sky Nordics) or operations (Whistler Olympic Park, Lost Lake Nordic Ski Trails) in the region.

**Required Skills:**

- Display leadership, good judgment, personal responsibility, reliability, effective communication, and be positive/supportive, an inclusive team member with the ability to empower others and excellent organizational skills
- Current NCCP certification:
  - Competition Coaching Development for Learning to Compete (CCD-L2C)
  - Or at a minimum: CCI-T2T trained (Competition Coaching Introduction -Advanced for Training to Train) with the intention to attain the CCD-L2C designation within one year
- Standard first aid training, OFA Level 3 preferred
- Skilled at ski prep and waxing both glide area and kick zones
- Proficiency in basic computer applications (MSOffice, Training Peaks, Slack)
- Clear Criminal Record Check for working with minors.

**Review of activities**

The performance of the Head Coach will be reviewed twice annually in April/November, by a committee consisting of at least the President and two Board Members.