

Job Description: Head Coach, Youth Programs



Direct reports

The Head Coach, Youth Programs, reports directly to the General Manager.

Job Purpose

The Head Coach, Youth Programs, provides coaching and coordination for Nelson Nordic Ski Club's Track Attack and Junior Racing programs. The Head Coach is responsible for overall program administration, planning and development, including coordination of parent coaches and other volunteers.

Duties and Responsibilities including but not limited to:

- **Program Administration**
 - Email communication to coaches, parents and athletes;
 - Event planning, preparation and promotion;
 - Ensure all volunteer coaches have criminal record checks done and submitted.
 - Promote coaching workshops to all volunteer coaches and encourage upgrading.
 - Coordinate annual coaching session with Graham McLean or similar if possible.
 - Submit expense sheets and receipts on a biweekly basis in accordance with NNSC payroll procedures.
 - Coordinate fundraising opportunities and monitor amounts that are raised and submitted to the General Manager or bookkeeper.
 - Coordinate ordering of team uniforms or work with a parent volunteer to ensure uniforms are ordered. Ensure communication with General Manager to get potential orders from other Club staff or volunteers.
 - Work with General Manager and board of directors or marketing committee to identify potential team sponsors for uniforms or other team activities to help offset program costs.
- **Annual training plans for athletes**
 - Provide an annual training plan to athletes beginning as early as Sept 1 and ending Aug 31 (includes off-season months for continuity of training).
 - The plan needs to be available to athletes two weeks in advance of the dates of the plan.
 - Provide communication throughout the contract (Sept to March) with the athletes who are following a training plan to make adjustments or discuss how it is going.
 - Work with individual athletes to review key technical elements – use of video is encouraged.
- **Plan practices for Track Attack and Junior Racing programs, including;**
 - Work within the Club's Covid-19 Safety Plan and Return to Sport plan to ensure the the Track Attack and Junior Racing programs meet the requirements of both
 - Volunteer coach scheduling
 - Support assigned volunteer coaches

- Review technique with all coaches to ensure standardized coaching technique to athletes for dryland and on snow training
 - Training group and coach identification
 - Practice location, scheduling and duration
 - Practice objective/review with athletes
 - Address concerns or questions from athletes or coaches prior to beginning of practice
 - Work with Jackrabbits Coordinator to plan training with Level 4 Jackrabbits participants.
 - Work with Jackrabbits Coordinator to organize and host annual Racing Rocks event.
 - Organize the required waxes and equipment needs of the team and communicate this to the General Manager.
- **Travel for Races and Events**
 - Travel expenses to be covered will include gas with receipts, and accommodation. Food is not included in expenses.
- **Promotion of Track Attack and Junior Racing program**
 - Promote the Track Attack program through schools, and in conjunction with the School Outreach Program, to engage more youth in the sport.
 - Work with the General Manager to advertise the programs in a variety of media, including but not limited to social media.
 - Ensure good quality photos of program participants and activities are available for use in program promotions.
- **Equipment maintenance**
 - Responsible for the maintenance, tracking and proper storage of club equipment that is used by the team, including roller skis, training equipment for dryland and on snow, and any rental gear used.
- **Reporting**
 - Provide a written report at the end of the season including number of athletes, results, challenges, recommendations, list of volunteer coaches who were involved and number of hours they volunteered (not an estimate – to compare to their own tracking of hours).

Employee Supplied Items

- Transportation to and from the primary workplace at the NNSC ski trails, or within 15km of the City of Nelson as required for completion of duties up to 30km/day. Additional kilometres may be claimed as expenses.
- Space and office furniture as needed, with Internet access, to work from home when not at the ski trails.
- Personal ski equipment as required for evaluation of grooming and trail conditions.
- Personal outerwear as required for weather and temperature conditions.

Annual Performance Review

The performance of the Head Coach will be reviewed annually in April, by the General Manager and one Board Member.

Working Hours and Conditions

This position will run from September 1 to March 31, with flexible hours until January and then 10-15 hours per week when the program is in full operation.

Transportation to and from the ski trails (primary work location) must be provided by the employee.

Compensation

Total hours for the position will not be more than 150 hr at a maximum of \$20/hour, based on qualifications.