



KANATA NORDIC SKI CLUB

Making Ottawa winters more fun

CLUB COACH JOB OPENING

Location: Wesley Clover Park, Ottawa, ON and other locations in the local area (including Gatineau Park)

Organization

Kanata Nordic is a non-profit, community-based organization run by volunteers. Established in 1979, it is dedicated to promoting life-long activity, fitness and enjoyment of the outdoors through a variety of cross-country ski programs offered in a family-friendly club environment. Kanata Nordic offers learn-to-ski and racer training programs for young children through to adults. The club is a member of Cross Country Ontario (CCO) and Cross Country Canada (CCC), and its programs adhere to CCC's national skills development model.

Overview

Kanata Nordic is looking for an enthusiastic and committed individual to oversee delivery and implementation of the club's ski programs, both on-snow and dryland components. Primary responsibilities are:

- the development and delivery of the youth and masters racing program
- mentoring the volunteer learn-to-ski leaders and helping them develop their own ski and teaching skills
- investigating, recommending, developing and implementing, as appropriate, new programming and ski opportunities to expand programs and promote membership.

This is an opportunity to help shape the future of a well-established community club that is on the threshold of a new level of growth and maturity. Recently relocated to Wesley Clover Parks, Kanata Nordic has more than 600 members and a 25km trail network, and growing. The Ottawa area has a huge base of passionate cross-country skiers, and Kanata Nordic is working with other clubs to create some exceptional assets in the region, including snowmaking.

Reporting to the President, the club coach will work most closely with the program coordinators (Jackrabbit, Racing and Masters). The club coach will have a large pool of volunteers to draw upon for assistance.

Kanata Nordic is looking for a skilled skier but most importantly a coach who will have the dedication, attitude and aptitude to help the club and ski community grow and thrive. This is a 6-12 month renewable contract position. See below for a full job description.

To Apply

Please email your resume and cover letter to [Jim Lambley](#), Racing Coordinator. Feel free to email Jim with any questions as well. We are committed to employment equity and encourage applications from all qualified candidates. We thank you for your interest.

DETAILED JOB DESCRIPTION

The position is multi-faceted and includes supporting the recreational programs and their volunteer coaches, the Racing program (coaches and athletes), and development of the club itself. Note that the club coach can delegate some of the functions to volunteers or sub-contract them, with authorization.

Planning and Management

- Design and develop the club offerings (e.g. program planning) in coordination with the club volunteer coaches.
- Prepare written training plans (on a monthly basis) and adjust as necessary using feedback from the other coaches and the athletes.
- Work with the Racing Coordinator and other volunteer coaches to plan and provide a fun and informative year-round training program for a range of athletes.
- Provide feedback on athlete progress to the Racing Coordinator and volunteer coaches as applicable.
- Plan training sessions for volunteer coaches and club coordinators to improve program development.
- Prepare brief reports for the monthly Executive meetings.
- Promote the club's activities and successes through social media.

Coaching and Program Development

- Help to engage additional club resources to assist with coaching and each program component (e.g. dryland, roller skiing, strength, skiing, training camps, races).
- Oversee coaching plans for individual groups (Racing, Jack Rabbit, Adult programs)
- Hold coach-the-coach sessions and meetings at key points throughout the year.
- Assist in determining professional development opportunities for yourself and others.
- Foster a fun, safe, supportive, inclusive environment for athletes and coaches.

Training Camps

- With the program coordinators determine the need for, location, dates, accommodations, facilities, program and budget for any training camps.
- Help develop communication materials for the camps; identify coaches to assist; work with the Treasurer to ensure the budget and expenses of the camp are taken care of.

Racing

- Maintain the racing calendar and related program information on the club website, in tandem with the Promotions and Racing Coordinators (training available).
- Recommend races for club participation, in tandem with Racing Coordinator.
- Assist in the planning and delivery of the club's annual Pretzel Race.
- Determine waxing support for the club at designated races.

- Accompany athletes to selected races.
- Assist with the travel and logistics to any destination races.

Ad Hoc Training Sessions

- Plan classroom and outdoor training sessions as needed that can include field experts to help in athlete development (e.g. mental training, waxing, video analysis, yoga, injury prevention and treatment, nutrition, training equipment, race planning, race tactics and strategies, etc.).

Qualifications*

- Experience with coaching and instructing youth and adults in cross-country skiing.
- NCCP certification (ideally Learn to Train level), or equivalent national coaching certification.
- Personal experience with classic ski racing, skate ski racing, and roller skiing.
- Excellent interpersonal and communications skills.
- Excellent time management and organizational skills.
- Ability to work as a team player with volunteers in various roles.
- Current 'Vulnerable Sector' police record check
- First Aid-CPR 'C' certificate (desirable)
- Strength and conditioning coaching certification (desirable)

** Some of the above may be in-progress or fulfilled within an agreed-upon time; Kanata Nordic may subsidize required certification or training*

Job Particulars

- Contract length is from 6 to 12 months; our goal is for 12 months but is dependent upon securing extra funding (to be confirmed in November)
- Contract is based on an average 80 to 100 hours per month; this varies depending on the month
- Compensation is based on an hourly rate + generous incentive program
- Flexible vacation break(s)
- Evening and weekend work required
- Travel in Ontario and possibly elsewhere in Canada and nearby US states required; club will cover approved expenses
- Compensation includes small budget for professional development

The responsibilities listed above are a guide to the scope of work and may not include all tasks required.