



## **JOB POSTING**

*(May 18, 2017)*

**TITLE:** Athletics Manager, Alberta Alpine Ski Association

**LOCATION:** Canmore, Alberta, Canada

### **1.0 DESCRIPTION**

1.1 **ORGANIZATION:** Alberta Alpine Ski Association("AASA")

1.2 **TITLE:** Athletics Manager

1.3 **IMMEDIATE SUPERVISOR:** Athletics Director

### **2.0 Qualifications:**

A minimum of 5 years of experience working in a leadership role in alpine ski racing Exceptional communication skills (both written and verbal) with a proven track record of success in leading high-performance athletics including race management. Fully Certified ACA CSC Development Level Coach (or Level 2) or international equivalent. Post-secondary education and advanced coaching certification are considered highly valuable assets.

### **3.0 Responsibilities and Duties**

#### **3.1 General**

The Athletics Manager ("AM") will work closely with the Athletics Director ("AD") and is responsible for observing, executing, and monitoring Alberta Alpine's vision for the long term athlete development progression and Race Organizing Committee (ROC) Support.

Within Alberta Alpine, the AM is responsible for developing working relationships with ski clubs, ROCs, coach educators, and officials groups. The AM will observe and consult the Performance Advisory Committee ("PAC") in order to contribute to the creation of effective athlete and coach development pathways. Administratively the AM will be responsible for planning, preparation, and management of various projects and events as well as contributing to long term planning process. At times the AM will be called upon to support the Alberta Ski Team ("AST") in various coaching roles.

The AM will assist the AD in overseeing the development, implementation, monitoring and evaluation of Provincial High Performance programs including but not limited to Canada Winter Games, Alberta Winter Games, U16/U18/ Sr. Nationals, regional event selection, Provincial Series races (all levels), Club Outreach Program, and Legends Club camps.



### **3.2 Specific Duties**

#### **A. ROC Support and Development**

Responsibilities include:

1. Leading provincial ROC's to greater operational efficiencies through collaboration with industry partners, ACA, PAC and Zone Chairs;
2. Working with Alberta Alpine Administrative staff, committees and ROC's to manage domestic competition and program development that impacts future high performance program needs;
3. Assisting in the development and training of the provincial officials and volunteers;
4. Working with ROC's to ensure best practices, including intra-club volunteer succession planning is being implemented and communicated;

#### **B. Provincial Development Initiatives**

Responsibilities include:

1. Developing and implementing coach education, AST Coach Integration, and ongoing professional development opportunities for club coaches;
2. Developing and managing AST Athletic Integration opportunities, talent identification and development initiatives ;
3. Assisting the AD with the development, management, and execution of Club Outreach Program and Legends Club Camps
4. Working with the AASA & AST coaching staff in talent identification and development;
5. Accompanying teams as Team Manager to major championships and interprovincial camps and provide guidance, advice, and technical expertise as required to maximize performance;
6. Liaising with coaches and technical experts to keep aware of current trends in training, technique, etc. and ensuring that such information is communicated with other coaches in Alberta through regular communication to all coaches in Alberta;

#### **C. Administration**

Responsibilities include:

1. Providing timely debriefs for provincial development initiatives and projects to the AD ;
2. Accompanying the AD to lead the Alberta Alpine technical staff through year end program debriefs, evaluations, and planning sessions for Alberta high performance programs;
3. Working with AASA and AST coaching staff in the implementation of selection processes and criteria;
4. Being a lead member of the PAC;
5. Assisting in the development and initiation of activities relating to the strategic plan;



6. Providing accurate and timely expense reports;

#### **D. Provincial Team Coaching Support**

Responsibilities include:

1. Assist the AST staff on snow as required to provide high performance coaching and effective leadership to ensure AST programming remains proactive, athlete centered, and leading edge.

#### **4.0 Degrees of Supervision**

The AM will consult regularly with the AD, PAC, Provincial Club Program Directors and Staffs, ACA Technical Staff, and AST Coaches in all technical and programming activities. The individual will be responsible to and evaluated by the AASA Athletics Director.

#### **5.0 Application**

We thank all candidates for their interest; however, only those selected for a follow up interview will be contacted by AASA.

Please submit applications to:

[jobs@albertaalpine.ca](mailto:jobs@albertaalpine.ca)