



Athletic Coordinator - Canada Ski Cross

JOB PURPOSE

Canada Ski Cross (CSX) is looking for a passionate individual to cover maternity leave (12 months) in the position of Athletic Coordinator for Canada Ski Cross.

This contract position will give the successful candidate a practical learning experience in the field of sport administration and high performance sport development while providing program support to one of the most successful Canadian winter sports.

Type: Full Time – Contract (12 Month – Maternity Leave Coverage)

Reports to: High Performance Director – Canada Ski Cross

Location: Calgary, AB

This position requires the individual to be available to work nights & weekends and to travel both domestically and internationally when required.

ABOUT ALPINE CANADA ALPIN

ACA is home to three of the Canada's fastest and most exciting snow sports: alpine skiing, para-alpine skiing and ski-cross. Our focus is not only to produce world-class athletes, but also to encourage participation in skiing at all levels and promote the benefits that result from participating in sport.

CORE RESPONSIBILITIES:

Team Manager

- HPD Support – assist with administrative duties related to:
 - Updating team & organization documents (Team Selection, Team & Event Criteria, Athlete Agreement etc.)
 - Sport Canada Funding (compiling and submitting data to SP, ensuring athletes complete required steps for funding, assisting with retirement announcements etc.)
 - CCES Administration (point of contact for CCES, ensuring athlete submit whereabouts prior to deadlines, dealing with filing failures or missed tests)
 - Athletes personal endorsements (creating contracts, liaison between athlete & accounting)
 - Communications & marketing (along with marketing/partnerships team)
 - Year-end reporting (team selection, staff evaluations)
 - OTP Reporting
 - Employment contracts for service providers
 - Employment policies & procedures (expense reporting, submission etc.)

- Expense tracking
- Other requests as presented by HPD
- Coach & IST Support
 - Ensure staff is properly outfitted for season (alongside Supplier Pool Manager)
 - IST on-boarding (policies & procedures education)
 - Logistics assistance (accommodation, travel etc.)
 - Event Logistics Assistance (Race entries, accreditation submissions, radio frequency submissions etc.)
 - Major event assistance (World Championships)
 - Assistance with insurance submissions, expense recovery etc.
 - Other requests as presented by coaching & IST staff
- Athlete Support
 - Main point of contact at office & liaison with other departments
 - Supplier Pool
 - Accounting
 - Domestic Services
 - Admin support for personal endorsements
 - Liaison between athletes and partners (OTP, Sport Canada, CCES etc.)
 - Insurance assistance
 - Other requests as presented by coaching staff or HPD
- Additional Duties
 - Program tracking
 - Athlete tracking/statistics
 - Performance tracking
 - Equipment management

Sport Development

- Support HPD, Coaching Staff & ACA Staff (specifically – Director, Domestic Sport, Senior Manager, Coach Education & Senior Manager, Events & Sports Services) with ski cross specific sport development initiatives as requested

CANDIDATE PROFILE

- Previous sport & administration experience
- Strong organizational skills
- Strong computer and database skills
- Strong research and analysis capability
- Ability to work with limited supervision
- Team player
- Excellent communication and interpersonal skills
- Bilingualism is a considerable asset
- Background & knowledge in ski racing is an asset
- CSC accreditation will be considered an asset

HOW TO APPLY

Please send your cover letter and resume to skicross@alpinecanada.org – no phone calls please

We thank all applicants in advance for their interest; however only those selected for an interview will be contacted.

CONTACT INFORMATION

Alpine Canada Alpin
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