

PROVINCIAL ATHLETIC DIRECTOR, ALBERTA ALPINE SKI ASSOCIATION

1.0 DESCRIPTION

1.1 Organization: Alberta Alpine Ski Association

1.2 Title: Provincial Athletic Director

1.3 Immediate Supervisor: President

1.4 Position Objectives

The ideal candidate for this position will be the champion of inter-provincial collaboration, as well as project and program development and implementation. This individual will work closely with stakeholders from AASA member clubs in both the North and South Zones, the AASA Performance Advisory Committee, AASA High Performance Committee, and AASA staff to create and support the implementation of the overall athletic direction for alpine and ski cross racing in Alberta.

This position is ideally suited to a positive, creative, passionate, and experienced individual who can work well with stakeholders within Alberta, and with representatives from other PTSOs (Provincial-Territorial Sport Organizations), to ensure AASA programs are delivering supportive alpine and ski cross athlete pathways, coach development opportunities, and inter-provincial inclusion.

1.5 Qualifications

A minimum of five years of experience working in a leadership role in alpine ski racing. Exceptional communication skills (both written and verbal) and a proven track record of success in leading a range of athletic programs for athletes from U8 – FIS. Preference given to applicants with some experience at the high-performance level as well, including race and training camp management. Post-secondary education is required; advanced coaching certification is an asset.

2.0 RESPONSIBILITIES AND DUTIES

2.1 General

The Provincial Athletic Director (PAD) is responsible for executing and monitoring Alberta Alpine Ski Association's (AASA) vision for the long-term athlete development (LTAD) progression and Race Organizing Committee (ROC) support. While this position reports to the President, it will be additionally responsible to an Alberta Alpine High-Performance Committee, which will seek to improve inter-provincial collaboration on the athletic direction at all levels for alpine and ski cross programs in Alberta.

The Head Coaches of the Alberta Ski Teams report directly to the Provincial Athletics Director.

The PAD will represent AASA dealings with external funding/support agencies, Alpine Canada Alpine (ACA), Alberta Sport, Winsport, CWSAA, etc. Within AASA, the PAD is the lead individual developing working relationships with respective ski clubs and Zone Alpine Committees, Alberta Ski Coaches (ASC), and regional and/or special project committees to create an effective athlete and coach development pathway respecting the LTAD principles.

The PAD is responsible for the preparation and management of budgets related to athletics programming, coaching and coach education. The PAD will also be responsible for administrative duties, as required, to support the Alberta Ski Team and Ski Cross Team Head Coaches.

2.2 Specific Duties

A. ROC Support and Provincial Development Programs:

The PAD will oversee the development, implementation, monitoring, and evaluation of alpine and ski cross programs, collaborating extensively with clubs operating in the AASA system, as well as outside sport organizations, including other Provincial-Territorial Sport Organizations (PTSOs), ACA, and special projects including but not limited to: Canada Winter Games, Alberta Winter Games, U16 Nationals, regional event selection, Provincial Series races (all levels), and Legends Club Camps.

Responsibilities include:

1. Leading provincial ROC's to greater operational efficiencies through collaboration with industry partners, ACA, ASC, and Zone Chairs.
2. Setting a three-year plan to outline provincial race guidelines and formats.
3. Extensive collaboration with ACA regarding oversight and implementation of coach education and on-going professional development opportunities for all HP program coaches:
 - Management of Entry-Level Coach education program including scheduling and staffing of courses, training of mentors, and promotion of full EL certification.
 - Coordination of continuing learning projects which will assist current coaches in meeting ACA Coach licensing requirements.
 - Liaise with ACA to train more mentor evaluators for both the Entry Level and Development Level coach education programs.
4. Working with Alberta Alpine administrative staff, committees, and ROC's to manage domestic competition and program development which impact future high-performance program needs.

B. Provincial Development Initiatives

Responsibilities include:

1. Creating the provincial race calendar, through collaboration with the ACA, PSO Partners, ASC, and Zone Chairs.
2. When budget permits, accompanying AST/ASXT to major championships and interprovincial camps and providing guidance, advice, and technical expertise as required to maximize performance.
3. Working with the AST and ASXT Head Coaches in the development and implementation of selection criteria.
4. Leading Alberta Alpine coaching staff through year-end program debriefs, evaluations (internal and external), and planning sessions for all Alberta high-performance programs.
5. Accompanying teams as Team Manager to major championships and interprovincial camps and providing 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 club Program Directors and Coaches in Alberta.
7. In conjunction with Alberta Alpine administrative staff, managing other athlete support programs offered by external agencies or individual/corporate donors.

C. Provincial Sport Organization (PSO) Representation

Responsibilities include:

1. Representing AASA in meetings, committees, and initiatives set forth by ACA, and/or any other PSO
2. 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 club Program Directors and Coaches in Alberta.
3. In conjunction with Alberta Alpine administrative staff, managing other athlete support programs offered by external agencies or individual/corporate donors.

D. Administration

Responsibilities include:

1. Tracking and reporting Alberta's annual results at interprovincial competitions, to identify programming priorities, and communicating a subsequent action plan to club Program Directors, Coaches, and Zone Chairs.
2. Working with ROC's to ensure best practices, including intra-club volunteer succession planning, is being implemented and communicated.

3. Being a lead member of ASC and communicating the action items and priorities to Zone Chairs.
4. Providing financial reports as requested by the President.
5. Assisting in the development and initiation of activities relating to the Strategic Plan, including the provision of an annual Evaluation Report.
6. Working with funding partners to identify and apply for grants and bursaries.
7. Grant reporting.

3.0 DEGREES OF SUPERVISION

The PAD will consult regularly with the President in all technical and programming activities. The individual will work closely with all coaches and committees but will be responsible to and evaluated by the President.

PLEASE SEND YOUR COVER LETTER AND RESUME TO JOBS@ALBERTAALPINE.CA BEFORE FEBRUARY 21, 2021.