



## 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](mailto: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**

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