

## **Call for Applications**

**Position:** High Performance Director, Biathlon Canada

**Type of Positions:** Full Time 4 year term

**Application Deadline:** July 9, 2010

**Start Date:** September 1, 2010

Biathlon Canada is seeking a dynamic self-motivated individual to lead the association High Performance programs to Podium success. The successful applicant will possess the following qualifications:

- Ideally a degree in Physical Education, Kinesiology or equivalent or significant experience and designations in the Canadian Sport system
- Minimum 5 years of technical experience (coaching, HPD, sport science) at the Olympic/Paralympic and World Championship level
- Previous experience as a High Performance or Technical Director preferred
- Understanding and ability to create world class high performance training and competitive environments
- Experience and success in implementing national high performance programs geared towards World and Olympic/Paralympic podium finishes
- Strong understanding and ability to integrate a multi-disciplinary approach to high performance athlete and coach development
- Strong planning and organization skills
- Strong communication & problem solving skills,
- Strong computer/software skills & knowledge
- Knowledge of LTAD and Canada Sport 4 Life initiatives is an asset
- Experience in Nordic sport and/or biathlon is an asset
- Bilingualism is a preferred asset
- Excellent written and verbal communication skills
- Ability to work harmoniously as part of a very dynamic team

### **Compensation**

The compensation package will be based on the successful candidate's qualifications and experience. The work location will be at the National Training Centre in Canmore, AB.

**Deadline for applications is:** July 9, 2010

Interested applicants should submit a cover letter and resume to the attention of:

Joanne Thomson

Executive Director

Biathlon Canada

[jthomson@biathloncanada.ca](mailto:jthomson@biathloncanada.ca)

**We thank all applicants for their interest, however, only those selected for an interview will be contacted.**

Job Description: attached below

## **JOB DESCRIPTION**

**POSITION:** Biathlon Canada High Performance Director

**LOCATION:** Canmore, Alberta National Training Centre

### **GENERAL DESCRIPTION**

The High Performance Director (HPD) leads all aspects of Biathlon Canada's high performance programs, including the national team program and its associated development programs, and serves as the Director of the National Biathlon Training Centre.

### **STRUCTURE and SCOPE**

**Reports to:** Executive Director (ED) of Biathlon Canada

**Additional responsibilities:** Responsive to the VP High Performance, as a member of the High Performance Working Group (HPWG) of Biathlon Canada, and in the capacity of the staff member who is the leader for the HP program, and who is responsible for its direction and implementation.

**Supervises:** National Team Head Coach (Canmore)  
National Training Centre Coach (Valcartier)  
National Training Centre Coach (Canmore)  
Wax Technician (Canmore)  
Contract Tour Coaches and Support Staff

### **GENERAL RESPONSIBILITY**

The HPD will provide the overall leadership to produce international success for Canada as demonstrated by podium performances at Olympic Winter Games, Biathlon World Championships, Biathlon World Cups, and other major international biathlon events, and for the development of a strong, sustainable feeder system through which the next generation of Canadian biathlon champions will be produced.

The HPD is responsible for the development, management and results of all national team programs and initiatives and for the planning and execution of development programs capable of producing future world class national team athletes.

The HPD is responsible to develop and lead a coaching team of high performance coaches and support staff, who themselves are responsible to develop the elite, development and junior athletes from across the country. The HPD will be responsive to the volunteer leadership of Biathlon Canada through the Vice President High Performance, as well as the National staff based on established reporting mechanisms.

The HPD will serve as the lead for HP sport development and will provide key linkages to the staff and volunteers from the Divisions that constitute the membership of Biathlon Canada.

The HPD may be required to travel extensively in support of fulfilling the goals and objectives of the position.

## **SPECIFIC RESPONSIBILITIES AND ACCOUNTABILITIES**

### **A. National Team Program**

#### **The HPD is responsible for:**

- (1) Planning all national team activities and documenting them in the high performance sections of the Biathlon Canada strategic, quadrennial and annual plans.
- (2) Preparing the annual and quadrennial budgets, and conducting period and special budgetary reviews for the high performance programs and providing budgetary input for other Biathlon Canada programs that have components that are associated with the high performance programs.
- (3) Conducting ongoing reviews and monitoring of high performance objectives contained in the approved strategic, quadrennial and annual plans, to confirm measurable outcomes.
- (4) Coordinating all aspects of the administration, management and support of the national team during competition including the World Championships, World Cups and other major international competitions that are conducted under the auspices of the International Biathlon Union.
- (5) Acting as Team Leader for the Canadian Biathlon Team at the Winter Olympic Games, and ensuring that it is effectively managed and supported
- (6) Developing criteria for, and implementing the approved:
  - i. Athlete Assistance Program (AAP “carding”)
  - ii. National Team athlete selection and entry criteria for World Championships, World Cups and other major international competitions
  - iii. The Biathlon Canada Internal Nomination Process for the Canadian Olympic Team
  - iv. National Team coach selection criteria for the Olympic Winter Games, World Championships, World Cups and other major international competitions
  - v. Biathlon Canada Athlete-Coach Performance Bonus System
  - vi. Biathlon Canada annual direct financial support for athletes program that might, from time to time, become available.

### **B. High Performance System Development**

#### **The HPD is responsible for:**

- (1) Directing all aspects of the National Biathlon Training Centres located in Canmore Alberta, and in Valcartier Quebec
- (2) Overseeing and coordinating the Biathlon Canada research and development program
- (3) Devising and implementing talent identification and recruitment strategies

(4) In conjunction with the assigned Integrated Support Team (IST) and the national team coaches, developing, managing and monitoring sport science and sports medicine programs

(5) Overseeing the review, by the assigned coaching staff, of athlete performance analysis

(6) Planning and implementing programs and systems that are designed to sustain and improve the excellence of Canadian biathletes

### **C. Partnerships and Relationships**

#### **The HPD is responsible for:**

(1) Preparing annual operating reports, annual applications for financial assistance and other reports as required for funding partners, agencies and working groups or committees within the organization.

(2) Working collaboratively with, and, within available resources, providing assistance and mentorship to the Divisions of Biathlon Canada with regard to supporting the development of their athletes, and the high performance programs and systems within those divisions.

(3) Liaising with and responding to any relevant special committees of Biathlon Canada's Board of Directors or Executive.

(4) Representing Biathlon Canada within the appropriate high performance committees, working groups and similar assemblies/commissions of Sport Canada, the Canadian Olympic Committee, Own the Podium, the Canadian Sports Centres and similar groups that are supporting Biathlon Canada and its high performance and development programs.

(5) Developing positive relationships with high performance coaches and technicians and seeking their input and feedback where appropriate.

(6) Liaising and coordinating activities with all IST members assigned to support Biathlon Canada's programs.

### **D. Personnel Management**

#### **The HPD is responsible for:**

(1) Supervising and managing all Biathlon Canada paid coaching staff, support staff / technicians, and contracted coaches/staff as required.

(2) Oversight of any high performance sport consultants that may be employed or contracted from time to time to advance program goals.

(3) Assigning objectives and responsibilities to all direct reports, monitoring and mentoring their achievements, and conducting their annual appraisals and performance reviews in conjunction with the Executive Director.

(4) Ensuring the application and adherence to association policies and directives by the athletes and coaches.

## **E. Committee Responsibilities**

### **The HPD is responsible for:**

(1) The HPD participates as a core member of the Biathlon Canada High Performance Working Group led by the VP HP.

(2) Liaising and working closely with Biathlon Canada's Domestic and Administrative Working Groups, in support of their specific programs and activities for which there is an interface with high performance programs.