



## Head Biathlon Coach and Program Administrator

[Sea to Sky Nordics](#) is seeking a **Head Biathlon Coach and Program Administrator** to lead and energize our **recreational and race biathlon programs**. This role requires a blend of technical coaching expertise, administrative talent, and passion for the sport. The Head Coach will be responsible for the strategic expansion of our youth programs, the athletic and skill development of our biathletes, and the coordination of our additional paid and volunteer recreational coaching staff.

We're seeking a self-starter who turns ideas into action and inspires youth, engages parents, and rallies volunteers. Clear, regular communication with diverse stakeholders is essential. You bring a growth and results-oriented mindset to expand athlete engagement, retention, and program success. You're organized and able to manage recreational and race program administration, including budgeting, with support from our paid club administrator and parent volunteers.

**Location:** Squamish or Whistler, BC

**Reports to:** Biathlon Committee; Board of Directors

**Term:** 2-year contract, ~550–600 hours/year, averaging ~50 hours/month in the winter, and ~20–30 hours/month in the off-season focusing on planning and recruitment.

**Compensation:** \$35 – \$50 / per hour, commensurate with experience and certifications

**Note on Travel:** *This role may include some travel to ~3-4 competitions per season contingent upon a minimum participant threshold. Race travel expenses are covered.*

### Key duties and responsibilities

#### 1. Program leadership and athlete pipeline

- **Program planning and growth:** Plan a cohesive program structure that maximizes entry into the sport and creates a clear progression from recreational "Bears" (9+) to competitive pathways.
- **Athlete engagement and recruitment:** Drive athlete engagement to build strong athlete cohorts and retention. Lead on-snow and off-season recruitment efforts, such as community and "Try Biathlon" events, to build our programs.
- **Curriculum design and coaching:** Lead the design and implementation of seasonal training plans (YTP) that align with the Biathlon Canada LTAD model. Provide direct technical instruction in skating technique and precision shooting, fostering a culture of excellence, sportsmanship, and growth mindset, in a fun, supportive environment.

- **Race leadership and technical support:** Serve as the lead coach at local and BC cup events (subject to minimum athlete numbers), overseeing race prep and race day details.

## 2. Coach support, collaboration, and community

- **Coach development:** Schedule, coordinate, and mentor a team of paid and volunteer coaches. Identify and promote NCCP and local professional development opportunities to ensure consistent instruction club-wide, and the onboarding of new coaches.
- **Cross-program synergy:** Work across the Sea to Sky Nordics club to coordinate joint training opportunities, and promote a "one club" Nordic culture.
- **Partnership and advocacy:** Build relationships with other local and regional Nordic and Biathlon clubs to facilitate cross club partnerships and activities.

## 3. Financial and administrative management

- **Fiscal oversight:** In partnership with the club administrator, draft and manage the annual biathlon budget, track monthly expenses (e.g., ammo, coaching costs, equipment, supplies), submit grant applications, and ensure ongoing reporting to stakeholders.
- **Operations and safety:** Manage day-to-day operations of biathlon programs, including coach scheduling, range bookings, rifle inventory and maintenance, ammunition purchase and storage compliance. Ensure all range and rifle safety protocols are strictly followed, along with coaching Safe Sport guidelines.
- **Stakeholder relationships:** Ensure clear, consistent and open communications with our key partners at Whistler Sport Legacies / Whistler Olympic Park, Whistler Nordic Development Center (WNDC), as well as Biathlon BC and the broader biathlon community.

## Requirements and qualifications

- **Minimum 2-3 biathlon coaching required**
- **NCCP Certification:** Minimum NCCP Competition-Introduction (Certified). Progress toward, or possession of, Competition-Development is a significant asset.
- **PAL:** Valid Possession and Acquisition License (non-restricted).
- **Safe Sport:** Current Criminal Record Check with Vulnerable Sector Screening (CRC/VSS), plus completion of "Safe Sport Training" and "Making Ethical Decisions" (MED).

## How to apply

Please email your resume and cover letter to [info@seatoskynordics.ca](mailto:info@seatoskynordics.ca).