

**Cross Country BC
CCBC Para-Nordic Coach
Job Description**

1. **Position Title.** CCBC Para-Nordic Coach (BC PN Coach)
2. **Reporting Structure.** The BC PN Coach reports and will be accountable to the Cross Country BC (CCBC) Provincial Coach.
3. **General Scope of Responsibilities.** The principal responsibility of the BC PN Coach is to recruit and help prepare athletes for future para-nordic events, specifically BC Winter Games and Canada Winter Games, as well as the National Para-Nordic Team. In general terms, the BC PN Coach is responsible for:
 - ✓ maintaining the knowledge and skills required to effectively discharge general responsibilities and assignments;
 - ✓ communicating effectively with their supervisor to ensure they are aware of all projects and tasks assigned to or undertaken; and
 - ✓ keeping apprised of CCBC policies and procedures and complying with the same at all times.
4. **Specific Responsibilities.**
 - 4.1 **Recruitment**
 - ✓ organize and lead ski clinics to introduce skiing to persons with a physical disability
 - 4.2 **Development**
 - ✓ identify skiers with race inclination or race potential
 - ✓ encourage those athletes by finding qualified coaches in their area to work with them
 - ✓ recruit and train assistants to ski with/support the athletes
 - 4.3 **Development Camps**
 - ✓ organize three skill development/training camps (1 dryland, 2 on-snow) annually to advance athletes along the LTAD pathway
 - ✓ recruit/train guides for blind/visually impaired athletes as needed
 - ✓ arrange for athletes to be nationally classified and thus eligible to compete in domestic races

4.4 **Provincial PN Squad/Team**

- ✓ assist with the development of annual selection criteria for the BC PN Squad and BC PN Team
- ✓ assist with the selection of athletes who meet the BC PN Squad/Team criteria
- ✓ organize and lead team trips to BC Cup Series events as needed
- ✓ assist with the organization of and lead team trips to the BC Winter Games, Canada Winter Games and National Championships as needed
- ✓ this includes recruiting assistants and wax technicians, as needed

4.5 **Race Official Consultant**

- ✓ contact race organizers in advance to confirm that they are ready to host events that include PN categories
- ✓ may require advance travel to site to train officials and volunteers specifically about hosting races for athletes with a disability
- ✓ may include organizing and running BCWG and/or CWG qualification trials

4.6 **Administration**

- ✓ assist CCBC office with grant submissions for the Para-Nordic (AWAD) Program area
- ✓ administer the Para-Nordic (AWAD) Program budget
- ✓ liaison with Nordiq Canada (includes reviewing PN CPL points list)

4.7 **Mentor Coach**

- ✓ mentor coaches that are interested in coaching athletes with a disability