



Position Description for:

HEAD COACH – ENTRY-LEVEL (U6, U8, U10)

Effective Date: May 2025

Reports To: Board of Directors

Job Summary: The Entry-Level Head Coach oversees the design and delivery of age-appropriate ski programming for U6, U8, and U10 athletes. This role is responsible for preparing division coaches with lesson plans, organizing the athlete drop-off area, maintaining a fun and safe learning environment, and supporting the development of fundamental ski skills. The Entry-Level Head Coach ensures the program promotes enjoyment, safety, confidence, and lifelong participation in skiing.

Major Work Activities and Responsibilities:

Program Planning and Delivery (20%)

- Develop and distribute weekly and daily lesson plans aligned with athlete development principles for U6–U10 age groups.
- Identify appropriate drills and activities that focus on balance, agility, turning, stopping, and terrain exploration.
- Ensure sessions incorporate fun, variety, and movement to keep young athletes engaged and safe.
- Tailor plans to group ability levels and individual athlete progression.

Coach Support and Coordination (25%)

- Prepare and share session outlines with division coaches in advance of each ski day.
- Facilitate a brief coach huddle before sessions to clarify roles, review drills, and align on safety.
- Provide on-hill mentoring and real-time feedback to coaches during sessions.
- Support volunteer and junior coaches with tools and techniques for working with young athletes.

Leadership and Staff Management (25%)

- Recruit, interview, hire, and onboard coaches within assigned discipline.
- Mentor coaches through regular feedback, training support, and modeling.
- Collect, review, and submit weekly timesheets for all division coaching staff to the Program Administrator.
- Conduct performance evaluations of division coaches at season end or as required.
- Address any performance or conduct issues in consultation with the Board.

Athlete and Family Engagement (10%)

- Set up the athlete welcome area each morning, including signage, coach meeting points, and lunch storage bins.
- Greet families and athletes upon arrival; assist with smooth check-ins and transitions to coaches.
- Maintain a visible, friendly presence during sessions to support athlete comfort and parent confidence.
- Promote positive team culture through encouragement, recognition, and inclusive group activities.

Administrative and Safety Responsibilities (15%)

- Ensure compliance with program safety protocols and BC Alpine entry-level guidelines.
- Monitor child behavior and coach conduct to uphold a respectful, supportive environment.
- Track attendance and note developmental progress or concerns to share with parents when appropriate.
- Participate in planning meetings with the Program Administrator and/or Board as required.

Equipment and Site Preparation (5%)

- Confirm terrain setup is appropriate for session activities (cones, flags, small gates, etc.).
- Coordinate use of beginner lifts or designated learning areas with ski hill staff.
- Inspect safety equipment (helmets, radios, signage) and report any concerns or gaps.

Education and Knowledge Required: (Describe required academic, technical and business education required and how used.)

- Entry-Level Trained or Certified Coach (Alpine) or equivalent required.
- Current SafeSport certification and First Aid/CPR (or ability to obtain).
- Strong understanding of physical, cognitive, and emotional development of young children.



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- Familiarity with BC Alpine entry-level program standards.

Experience and Technical Skills Required: (Describe required work experience and technical skills; and how used.)

- Minimum of 3 years coaching youth or junior athletes in a competitive sport environment.
- Demonstrated ability to develop and deliver age-appropriate, skill-based training plans.
- Experience managing staff, including recruiting, onboarding, and providing performance feedback.
- Strong interpersonal and communication skills with athletes, parents, and organizational stakeholders.
- Proficiency in administrative duties including timesheet tracking, event registration, and compliance reporting.

Abilities and Competencies Required: (Describe the capabilities and competencies required and how they will be used.)

- **Leadership**
 - Intermediate
 - Inspires, mentors, and guides athletes and assistant coaches toward best performance while instilling camaraderie and maintaining a positive culture.
- **Coaching Skills**
 - Intermediate
 - Applies technical knowledge and skill-building techniques suited to athletes' needs.
- **Communication**
 - Intermediate
 - Clearly conveys training goals, competition strategies, and feedback to athletes, families, and the Board.
- **Planning and Organization**
 - Intermediate
 - Effectively schedules practices, travel, and competition logistics.
- **Adaptability**
 - Intermediate
 - Adjusts coaching approaches based on athlete needs, environmental factors, or program updates.
- **Safety and Risk Management**
 - Intermediate
 - Promotes athlete safety through sound judgment, compliance with standards, and proactive planning.
- **People Management**
 - Intermediate
 - Effectively recruits, supervises, and develops assistant coaching staff within their division.

Accountabilities: (Describe what the position is accountable for.)

- Deliver a consistent, age-appropriate ski program for U6–U10 athletes.
- Prepare and guide coaches to ensure high-quality sessions.
- Maintain a welcoming and inclusive environment for all athletes and families.
- Uphold safety and behavior standards during all program activities.
- Communicate with parents and staff to support athlete enjoyment and development.

Working Conditions:

- Outdoor work environment in variable winter conditions.
- Regular weekend hours during ski season; holiday programming as required.
- Moderate physical effort including skiing, lifting small gear, and moving between venues.
- Early arrival times to set up athlete zones before training.
- Administrative tasks conducted remotely or at designated club facilities.

Performance Measures: (Describe how performance may be evaluated.)

- Athlete development outcomes (progression, retention, performance improvements).
- Compliance with organizational policies and external regulatory requirements.



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- Staff satisfaction and retention within the division.
- Feedback from athletes, families, and Board members regarding communication and program delivery.
- Adherence to organizational policies and procedures.

Approved By:

Issued By:

Date:

Date:

Note: This job description/profile is general in nature and serves only as a guide for the job responsibilities of the position indicated. It is not intended to be all-inclusive. Understand that management reserves the right to periodically add, modify or change responsibilities.