



JOB DESCRIPTION

Off-Road Programs Coordinator

A. General Description

The Off-Road Programs Coordinator will be responsible for assisting the delivery of Mountain Bike and BMX and Cyclo-cross High Performance and development programs. The Off-Road Programs Coordinator will partner with the National Mountain Bike and BMX coaches to support the High Performance objectives and delivery of the approved quadrennial plan and annual High Performance plan as defined by the High Performance Director. The Off-Road Programs coordinator will give technical assistance to the Competition Coordinator to ensure the successful implementation of the national Mountain Bike, BMX and Cyclo-cross championships.

This position is based at the national office in Ottawa, Ontario.

B. Organizational Scope

Cycling Canada (CC) is the recognised authority by the UCI (Union Cycliste International) on all aspects of cycling in Canada, including BMX, Cyclo-cross, Mountain Bike, Para-Cycling, Road and Track. All staff is employed by CC to facilitate achievements of its long term vision and planned annual targets. All personnel are required to operate within the policies and procedures as established by the association's Board of Directors and are expected to act consistently with the association's values.

Cycling Canada receives financial contributions from the federal government and other agencies, organizations and corporate sponsors, and is accountable for the disbursement and reporting of funds according to the contracted terms and conditions. Programs, activities and services are operated within the limitations established in an annual operating budget approved by the Board of Directors. CC staff is responsible to manage and administer the association's finances and provide administrative support for all association activity.

The Off-Road Programs Coordinator, in consultation with the High Performance Manager (HPM) has sufficient authority to take measures that are necessary in the daily operation of the Mountain Bike and BMX programs within the bounds of approved policy and the annual operating budget for these programs. Beyond these limits the Off- Road Programs Coordinator is required to have decisions approved by the High Performance Manager.

C. Reporting Structure

The Off- Road Programs Coordinator reports to the High Performance Manager on matters related to the National Team and high performance program delivery.

D. Specific Responsibilities

Key Responsibilities include but are not limited to:

- In support to the National coaches, coordinate the planning and execution of all logistical arrangements (Staffing, travel, accommodation, equipment, entries, etc.) for the Cycling Canada supported Mountain Bike and BMX program training camps and international competitions for athletes, coaches and Integrated Support Team (IST) members.
- Ensure adequate Mountain Bike and BMX program financial monitoring (Competition, Training, Equipment and IST)
- Assemble and distribute all Mountain Bike and BMX National Team training plans and schedules to appropriate stakeholders
- Assist the High Performance Manager and Mountain Bike and BMX Head Coaches in the development and implementation of selection policies and AAP carding criteria
- Act as team manager for designated projects as requested by the High Performance Manager
- Assist with program orientation of National Team athletes entering the program for the first time
- Ensure the delivery of clothing and equipment from the national office to the coaches and team members in a timely manner and provide guidelines on sponsor requirements for use of clothing. Keep an accurate inventory of Cycling Canada equipment provided to NT members and to the programs.
- Work with National Mountain Bike and BMX coaches and associate coaches to ensure that all Cycling Canada policies are adhered to and respected
- In consultation with High Performance Manager, program coaches and teams mechanics, purchase equipment for the national team programs.
- Liaise with the UCI (E.g. Trade team registration; participants, calendars, World Cup and World Championship registration)
- Liaise with race organizers to ensure team National Team entries
- Liaise with P/TSO counter parts to ensure proper P/TSO integration with NSO high performance programs
- Assist Competition Coordinator on technical matters to ensure optimal Mountain Bike, BMX and Cyclo-cross national championship and other domestic international event delivery.
- Ensure optimal National Team program information content on Cycling Canada's website and social media accounts

E. Travel

The Off-Road Programs Coordinator will be required to travel on occasion and upon HPM request to domestic and international events.

F. Performance Review

On an annual basis the Off-Road Programs Coordinator will be expected to accomplish specific end results, the satisfactory fulfillment of job responsibilities and attainment of required level of ability in key competency areas. These three (3) components will form the basis of an annual performance review conducted by the High Performance Manager.