



NSDP Coordinator

The Bulkley Valley Nordic Skill Development Program (NSDP) Coordinator is part of a team of club individuals passionate about cross country skiing. The Coordinator will provide support to the volunteers in the Nordic Skills Development Programs (which includes Biathlon, Rabbits, ADP, Masters, Ski Skool, and Adult Drop In) and draw from their strengths and skills to implement the program. Furthermore, the Coordinator will provide support for other club programs that serve the broader community, as described by this contract. The priority for the club remains one of accessibility and participation, while providing the opportunity for our club athletes and members to meet and exceed their goals.

SCOPE OF WORK

Administration

- Main point of contact with CCBC and Nordiq Canada
- Keeping club and ski team up to date with CCBC and Nordic Canada communications and policies
- Maintain and administer coaching certifications and requirements including but not limited to coach licences and criminal record checks
- Assist with grant applications for NSDP programs including Ski SKool and coaching

Coordination

- Assist the head coach in coordinating a winter development camp that can include coordinating volunteers, meals, camp administration, etc.
- Coordinate various guest instructor and mentoring sessions as directed by the coaches committee, including CCC Coach and Officials training sessions
- Coordinate the Ski Skool program, contacting school administrators, setting schedule, setting up a roster of Community Coaches – qualified instructors, tracking participant numbers by session, invoicing, tracking volunteer sessions, arranging for honorariums.
- Working with volunteer coordinators, support the bunnies and rabbits programming
- Coordinate coach and volunteer appreciation



Communication

- Update and maintain the NSDP activities calendar
- Ensure web resources are up to date and effective
- Provide regular updates to parents and coaches on program activities
- Provide communications to NSDP program participants with respect to Covid 19 safety planning, as directed by the Club executive
- Support NSDP meetings, including the development of agendas, minute taking and minute distribution

REPORTING

The NSDP Coordinator will report to the NSDP Directors or such other person as BVCCSC designates from time to time. The Coordinator will provide the NSDP Director with a monthly summary of tasks and time spent, as well as a rough work plan for the month ahead.

WORK SCHEDULE

The coordination position is part time for up to 40 hours/month. The position starts in September and wraps up the season by the end of April. .

It is recognized that working hours vary from month to month, especially during time periods that include camps and other activities.

TERM

The term of this contract is for up to 40 hours per month from Sept. 1, 2025 to April 30, 2026, however the preference is for someone who is interested in renewing the contract in future years to increase continuity and decrease training load.

IDEAL CANDIDATE

The ideal candidate will have experience with coordination and administration, be passionate about cross country skiing, and love working with others.

WAGE

Wage is negotiable based on experience and qualifications.

HOW TO APPLY:

Email: nsdp@bvnordic.ca with a resume, cover letter, and two references with contact info.

Closing Date: August 3, 2025