



## **Head Coach - Edmonton Triathlon Academy**

### **ABOUT THE POSITION**

The Edmonton Triathlon Academy (ETA) is a volunteer-run, not-for-profit sport organization that supports athletes to develop to their full potential. We provide training and development opportunities for Edmonton and area multi-sport athletes in a supportive environment with a flexible training schedule. While our focus is on developing athletes in the youth-U23 age categories, we have recently expanded our training options to include a swim/run development program for 8-11 year olds.

We are seeking a Head Coach to facilitate growth and lead the club into our new, state-of-the-art training facility within the Coronation Park Sport and Recreation Centre. The Head Coach will be responsible for coaching and athlete development of all ETA athletes, ensuring they develop the technical, tactical, physical and psychological skills to be successful in their goals. They will lead the ETA with their passion for youth sport, vision for growth, and commitment to providing a welcoming, safe, and challenging environment for athletes to train and develop in. This position reports to the ETA Board of Directors.

### **PRIMARY RESPONSIBILITIES**

Fulfill all duties of Head Coach for ETA programs and affiliated programs as described, including but not limited to:

#### **Coaching/Athlete Development**

- Provide coaching for athletes of all levels and abilities during scheduled training activities.
- Prepare, manage, and share detailed training programs for all ETA training groups.
- Build ETA training schedules in collaboration with the Board of Directors and facility partners.
- Oversee competition and race planning for ETA youth, junior, U23 and high-performance athletes.
- Travel with and support ETA athletes at select races and camps as required..
- Be available for and document athlete (and parent, for minors) meetings at least twice per year.
- Be actively involved in the recruitment of new athletes to the ETA.
- Help ETA athletes navigate the LTAD model and performance pathways, and ensure that ETA athletes are aware of current qualification criteria.

## **Administration**

- Participate in ETA Board Meetings and the AGM
- Assist with the scheduling and facility procurement for ETA training needs.
- Prepare and monitor, in cooperation with the Board of Directors, the budgeting documents for ETA events, camps and competitions.
- Ensure communication with athletes and coaches regarding development team camps, selection events, competitions, and other initiatives
- Coordinate logistics for team activities
- Liaise with Triathlon Alberta and Triathlon Canada to ensure the ETA programs are aligned with performance pathways.
- Participate in continuing education training and accreditation as necessary
- Work closely with other triathlon clubs, swimming, athletic and cycling teams to build and maintain positive and mutually beneficial relationships.
- Participate in periodic reviews of coaching performance with the Board of Directors.
- Participate in Strategic Planning and report periodically on progress toward annual goals Perform other duties as may be reasonably requested by the ETA Board.

## **EXPERIENCE AND QUALIFICATIONS**

- Minimum five years experience coaching at the athlete development level; performance coaching experience considered an asset.
- Sound understanding of the Athletic Canada Long Term Athlete Development (LTAD) model and the competitive/high performance environment, including knowledge of key stakeholders such as Triathlon Alberta, Triathlon Canada, Canadian Sports Institute, Sport Canada.
- Experience managing program and project budgets.
- Highly effective planning and organization skills with a strong attention to detail.
- Ability to work effectively, efficiently and professionally during periods of high stress and in a team environment.
- Valid triathlon coaching certification through NCCP and CAC; Hold and maintain coaching certifications required of a Triathlon Alberta-affiliated club.
- Excellent interpersonal and communication skills.
- Travel is required for this position. Must be flexible about hours/weekend work.

## **WORKING CONDITIONS and COMPENSATION**

This is currently a part-time contract position based in Edmonton with the probability of expansion to full-time as the club grows. This position will require travel. Compensation will be commensurate with qualifications and experience.

Apply by February 9, 2025

Email cover letter and resume, attention to the ETA Head Coach Committee, to [secretary@edmontontriathlonacademy.com](mailto:secretary@edmontontriathlonacademy.com).