



Biathlon Alberta is recruiting a new General Manager!

The incoming General Manager will lead Biathlon Alberta in the growth and development of biathlon and biathletes in Alberta. We are a small organization with proven success in growing the sport of biathlon in Alberta. We have a proud history of developing high performance athletes who represent our province and our country. This dynamic leader will work with a strong governance board and committed staff with the Biathlon Alberta Training Centre (BATC) and our Provincial Coach & Outreach Coordinator.

In addition to managing the ongoing operations, the General Manager will provide leadership in the following core areas:

- 1) **Revenue Generation**; in addition to our provincial sport organization funding, the pursuit of funds to ensure sustainability of our programs will be essential; working collaboratively with Board committees to accomplish this goal.
- 2) **Financial Management**; with limited revenues it is essential that there is a strong understanding of all aspects of the budget. The General Manager will work closely with the Board Treasurer, BATC staff and the Provincial Coach to maintain a balanced budget.
- 3) **Relationships**; it is important to maintain and enhance the current relationships with stakeholders as well as to develop new relationships to strengthen our organization.
- 4) **Strategic Plan**; The development and implementation of the Biathlon Alberta Strategic Plan is a collaborative effort between the Board and the General Manager.
- 5) **Communication**; maintain regular communication with clubs, athletes, officials and volunteers for upcoming events, membership content, and achievements. This includes updating and maintaining online communication tools, website and social media accounts. Also, the development and maintenance of an online calendar for all biathlon events applicable to Biathlon Alberta athletes.

General Duties:

- Direct day to day operations of the organization
- Manages the staff of Biathlon Alberta and BATC
- Implements policy, most notably the recently implemented Safe Sport Policy
- Coordinates and attends all Board meetings
- Acts as a consultant to the Board and its committees
- Acts as a Race Timing Advisor for all events
- Manages event logistics and planning as required



Key Responsibilities:

1. Leadership

- a. Develop and maintain relationships with key stakeholders, including but not limited to; Alberta Sport Connection, Biathlon Canada, Winsport Canada, provincial biathlon/nordic ski clubs, athletes, officials, volunteers, parents, sponsors, supporters and suppliers.
- b. Provide direction to the Board in areas of governance, policy development and accountability, annual planning development and implementation.

2. Administration

- a. Ensure proper reporting of Biathlon Alberta programs and activities
- b. Coordinate and maintain the online (Zone4) membership system
- c. Maintain membership database
- d. Plan and coordinate meetings of Biathlon Alberta in conjunction with the Board President; AGM and Board of Directors
- e. Provide general office services including banking, mailing and procurement of supplies
- f. Perform financial management tasks in conjunction with the Treasurer; including administration of accounts payable/receivable, payroll, ensure compliance with Board policies and financial controls, preparation of monthly financial reports

3. Communication

- a. Items as described above

4. Event Management

- a. Coordinate Alberta Cup race series (Calforex Cup) and other provincial events with local organizing committees.
 - i. Create calendar with Alberta Cup races, Nationals, Trials for eligible Alberta /Athletes, Alberta Winter Games, Canada Winter Games, Arctic Winter Games
- b. Attend provincial events, providing timing and data management services
- c. Set up online race registrations and prepare race files
- d. Train and manage timing volunteers
- e. Post results, photos, race reports to website and social media accounts
- f. Tabulate series points, shooting percentages and other data (completion upon end of season for Biathlon Alberta Series Awards)
- g. Maintain a valid Class 4 Driver's Licence; be comfortable driving a large van in Winter conditions
- h. Coordinate biathlon participation in Alberta Winter Games, Arctic Winter Games, including liaison with event hosts in regards to technical requirements
- i. Transport race equipment for Alberta events

5. Biathlon Alberta Training Centre / Team Alberta (Shooting Stars)

- a. Provide administrative support and management to provincial team activities as identified
- b. Provide administrative support to BATC



Qualifications:

- A post secondary degree in Sport Administration, Physical Education is an asset
- An acceptable combination of education, training and experience will be considered in lieu of a degree
- Experience working in a sport or not for profit setting
- Experience/education in strategic planning, financial management and stakeholder engagement
- Ability to manage programs in a professional manner, upholding the values of the organization
- Strong communication skills, both oral and written language, as well as the ability to listen to understand
- Ability to nurture key relationships, develop new relationships and value differing perspectives
- Biathlon knowledge and experience is an asset
- A growth mindset is essential
- The ability to work with a variety of computer and social media platforms is an asset

Conditions of employment

- This is a full time salaried position with occasional domestic travel
- Office time can be based anywhere within the Province of Alberta, however there will be occasions where it will be necessary to travel to and work from Canmore
- There will be frequent evening and weekend work commitments during the racing season (Nov - Mar)
- Salary will be negotiated based on qualifications and experience.

How to Apply

Interested and qualified candidates are invited to submit their resume and cover letter to:

Mr. Clayton Paradis, President, Biathlon Alberta Board of Directors

Email: president@biathlon.ca

Applications received prior to May 9, 2025 will be considered. The posting/search will remain open until a suitable candidate is found.

Biathlon Alberta is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, national origin, age, or family status.

In the spirit of reconciliation, we acknowledge that we live, work and play on the traditional territories of the Blackfoot Confederacy (Siksika, Kainai, Piikani), the Tsuut'ina, the Îyâxe Nakoda Nations, the Métis Nation (Region 3), and all people who make their homes in the Treaty 7 region of Southern Alberta.