

JOIN OUR TEAM: High Performance Manager

Biathlon Canada is the national governing body for biathlon in Canada, responsible for supporting the growth and development of the sport from grassroots to Olympics. Biathlon Canada's mission is to empower biathletes to thrive at every level. Trailblaze with us!

The High Performance Manager (HPM) will play a key role in supporting Biathlon Canada's High Performance program and overall operations. Reporting to the Performance Pathway Director, the HPM will be responsible for managing logistics, communications, documentation and financial tasks related to HP programs, including National Team training camps, competitions, and key athlete support programs. This role also involves overseeing operational functions such as general administration, insurance programs, and team inventory. Additionally, the HPM will assist in the coordination of special projects and collaborate with various internal and external stakeholders to ensure the smooth operation of Biathlon Canada's initiatives.

The HPM reports to the Performance Pathway Director.

Duties and Responsibilities

- Works closely with the Performance Pathway Director in the creation and execution of written requirements for the HP Program including criteria and policy documents.
- Leads the coordination of logistics for Biathlon Canada training camps, competitions, and meetings. Includes logistics for the World Cup, Olympic, IBU Cup, and Junior Cup levels.
- Coordinates administration and communication of programs including Canadian Centre for Ethics in Sport programs, the Sport Canada Athlete Assistance Program, medical claims, athlete agreements, the National Team Program, Training Teams, and funding opportunities.
- Provides communications support for High Performance programming, divisions administration requirements and with general organization updates.
- Supports financial management, including tracking of revenues and expenses and assisting with High Performance budget tasks.
- Maintains Biathlon Canada High Performance athlete database and provides support with competition results library and related statistical data as required.

- Coordinates elements of Biathlon Canada's supplier pool as directed, including preparing and distributing uniform entitlements.
- Maintain and manage team inventory.
- Administers high performance insurance programs.
- Executes general administration, including support for the Chief Executive Officer, answering general inquiries, directing incoming correspondence, shipping and receiving material, maintaining office supplies
- Support in special projects as required.

Requirements

- Business Administration or Sport Management degree or diploma (or equivalent) or a suitable combination of education and job-related experience.
- Minimum 3 years experience working in High Performance Sport.
- Established or emerging leadership qualities.
- Proven understanding of financial management.
- Strong computer skills, including Microsoft Office, website content management and ability to learn new programs quickly.
- Proven attention to detail.
- Superior communication and writing skills.
- Proficient in English required and in French preferred.

Skills and Competencies

- Has a strong understanding of High Performance Sport in Canada and the Canadian sport system.
- Prior experience in biathlon or nordic sports is an asset.
- Ability to prioritize tasks and strive to achieve high standards in terms of quality and timeliness of all work products.
- Is a team player who successfully interacts with stakeholders including staff, athletes, coaches, and others.
- Takes initiative: identifies where improvements can be made and implements changes.
- Is flexible, both in schedule and in tasks.

Working Conditions

- Ability to work in the Canmore Head Office a minimum of 2 days a week is an asset.



- May be required from time to time to work evenings and weekends.
- Ability to lift items weighing up to approximately 30 lbs.
- May be required from time to time to work outdoors, including on snow.

Disclaimer: The preceding description is not designed to be a complete list of all duties and responsibilities required of the HPM. The HPM will be required to perform other duties as assigned.

As a Biathlon Canada employee, the High Performance Manager will be eligible for employee benefits in accordance with Biathlon Canada's employee benefits policy. The annual base salary for this position is commensurate with qualifications and experience.

Interested? Please apply:

Applications should be in the form of a cover letter with resume, submitted by e-mail to: careers@biathloncanada.ca. The deadline to receive applications and references is August 31, 2025.

Start Date: As soon as possible.

Biathlon Canada 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, sexual orientation, national origin, genetics, disability, age, or family status.