



JOIN OUR TEAM: SPORT DEVELOPMENT 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 Sport Development Manager (SDM) will play a key role in supporting Canada's development pathways and overall operations. Reporting to the Performance Pathway Director (PPD), The SDM will be responsible for supporting the athlete pathway, including liaising with training centres, clubs, and PTSOs, managing coach and officials development, domestic competitions, and general sport development. Additionally, the SDM will support the areas of safe sport, membership, and operational administration. The SDM will also assist in the coordination of special projects and collaborate with various internal and external stakeholders to ensure the smooth operations of Biathlon Canada initiatives.

The SDM reports to the Performance Pathway Director.

DUTIES AND RESPONSIBILITIES

Athlete Development

- Support Training Centers and Divisions in the growth and development of Biathlon in their regions and programs.
- Oversee regional camps and electronic biathlon initiatives.
- Assist the PPD with the development of athlete pathway documents including the Long-Term Athlete Development Model.

Coaching Development

- Manage and provide direction to Biathlon Canada's coach and coach developer education and programs with direction from the PPD
- Oversee and coordinate the NCCP database for biathlon.
- Manage the development and revision coach and coach developer materials.
- Manage professional development opportunities for coaches including international and national coaching experience programs.
- Oversee short-term coach development contractors.

- Support the training of coaches and coach developers, in coordination with the Divisions
- Support in the delivery of the annual high-performance coaching seminar.

Domestic Competitions

- Manage the planning and implementation of Biathlon Canada's domestic event series with direction from the PPD.
- Maintain Biathlon Canada's hosting policies so that they are up to date and reflective of the needs of the members.
- Lead the Canada Winter Games and other domestic events on behalf of the NSO.

Officials Development

- Support the training of officials and officials instructors, in coordination with the Divisions.
- Manage the officials database.
- Manage the development and revision of officials training materials.

Sport Development and Operations

- Manage the safe sport database and assist with safe sport and inclusion policies, procedures and practices.
- Manage membership registration and database.
- Assist with the organization's insurance program.
- Administer grant programs.
- Other duties as assigned.

QUALIFICATIONS

- Education: Post-secondary education in Sport Admin, Physical Education, or similar is an asset.
- Experience: minimum 3 years of experience in sport development (coaching, sport management etc.).
- Understanding of the Coaching Association of Canada and NCCP model is an asset.
- Character: A proven ability to manage programs in a positive and professional manner upholding the values of the organization. A growth mindset is essential.
- Approach: must have a proven ability to perform administrative tasks. Must be a task-oriented planner to execute strategies and programs at an agreed upon timeline.
- Language: Must be able to work in English. Ability to work in French is an asset.
- Biathlon experience at the club and PTSO level is an asset.

CONDITIONS OF EMPLOYMENT

- Position includes some domestic travel.
- 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.

As a Biathlon Canada employee, the Sport Development 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 is September 7, 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.