



Volunteer Position: Jackrabbit Coach Coordinator

Purpose: Manage the volunteer coaches of the youth development/learn to ski programs (Bunnyrabbits, Jackrabbits, Track Attack, and Racing Rabbits).

Key Responsibilities:

- Recruit Coaches and Assistants (one each per class)
- Organize CCO coaching courses and in-club training
- Attend monthly club meetings to report on Jackrabbit program (as able)
- Collect and maintain coaching record for Criminal Record Check and coaching certification
- Work with Jackrabbit Registration team to make teams and assign coaches, ensuring CCO trained coaches are assigned to each level of skiers.
- Lead 1-2 coach meetings
- Weekly emails throughout the season to share information with coaches (e.g., schedule, special events, skilometre reminders, etc.)
- End of season, gather coaches' evaluation and award winners/nominations. Work with VP Programs to create skier certificates (i.e., who passed)
- Help with banquet (coach schedule of award announcements, thank you cards, and gift certificates).
- Help with year-end coaches party

Length of Appointment: One year (minimum)

Time Commitment:

- Attendance at monthly club meetings 7-9 p.m. on the first Wednesday of the month - Sept - May as necessary to provide relevant communication regarding Jackrabbit events.
- November & December – 3-5 hours per week for preparing coaches meeting(s), recruiting, maintaining coach document, etc.
- January – March – 3-5 hours per week outside of Saturday morning lessons – emailing coaches schedule information, responding to coaches questions about skiers/teams, coaching course reimbursement, maintaining coach documentation



- March/April – approximately 20 hours of preparation for Jackrabbit banquet (gathering final evaluations from coaches, award banquet gift certificates and thank you notes, coaches party invitations).

Qualifications:

- Organizational skills, ability to lead a team and work in a team environment.
- Communication skills
- Records management (keeping track of coach lists etc.)

Support: Support from the Executive Committee – President, VP of Programs, V.P. Operations, Secretary; Treasurer, Committee Chairs and all General Board Members.

Tasks:

- Continue to recruit coaches/assistants; Set classes based on the coaches/assistants who have committed to the upcoming season, and use previous year's class names as a guideline, assuming everyone moves up to the next level with only rare exceptions to this where a level needs to be repeated or someone skips a level (especially with skiers who start into the program at a later age)
- Work closely with registration person to ensure coaches' children have a spot in the program and that sufficient coaches are available for each level.
- Collect and monitor Criminal Record Check for each coach. Request reimbursement from Tina for any new coaches who need updated CRC. Each year, have each coach sign a letter declaring CRC from past is accurate and no new crimes have been committed.
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- Coaches Meeting:
 - This meeting is typically held at John Rhodes with pizza provided
 - Plan/book for end of Nov or early Dec
 - Documents to give at coaches meeting: New Criminal Record Checks, Declaration of no changes to CRC for returning coaches, Season Schedule, Class list, Skill check-list per level/team, Coloured Diagrams and descriptions of skills per level,



Emergency Action plan, Snack schedule, Introduction phone call script, Emergency contact sheets (1 per skier), Equipment Requirement for coaches, Emergency kits with Hiawatha Lodge phone number (may not be ready for coaches meeting).

- Plan Power Point presentation for meeting – include videos of skills, suggestions for behaviour management, suggestions for “skiers with special considerations” (i.e., skiers with autism, skiers who are significantly slower, skiers with behaviours, etc.)
- Meeting typically at John Rhodes Centre and include pizza, water bottles, veggies – all must be pre-ordered from Metro the day before
- Class list - Work with registration person to finalize the class lists
- First Lesson Kick off Prep
 - Teams meet indoors in Bible Chapel and then proceed to outdoor activity – on snow or dry land depending on conditions; BBQ usually starts around 11:30 – goal of first day is mainly to see participants have appropriate equipment and to make any last minute changes to groups if necessary
 - Book the Bible Chapel for the first date of Jackrabbits (request cheque from Tina to give to BFA on first day)
 - Be at Bible Chapel for 9am on day one
 - Arrange coaches and team packages with – class list, emergency kits for coaches, emergency contact sheet per skier, name tags for coaches and skiers in coaches package, equipment requirement list for parents
 - Plan/lead Parent Meeting for first day – remind parents to volunteer, arrive on-time, dress children properly
- Weekly emails throughout the season to share information with coaches (e.g., schedule, special events, skilometre reminders, etc.)
- End of season, gather coaches’ evaluation and award winners/nominations. Work with VP Programs to create skier certificates (i.e., who passed)
- Help with banquet (coach schedule of award announcements, thank you cards, and gift certificates).
- Help with year-end coaches party