



## **Volunteer Position: Biathlon Bears Coordinator**

**Purpose:** To manage the Biathlon Bears Program.

### **Key Responsibilities:**

- Plan, organize, develop, and implement the Biathlon Bears shooting program.
- Arrange payment for insurance and rent.
- Keep current on Biathlon Canada and Biathlon Ontario programs and services.
- Encourage participation in the sport of biathlon.
- Support the Club registration process and ensure each child has registered with Biathlon Ontario.
- Provide and adhere to a budget.

**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 the Biathlon Bears program.
- Biathlon Bear practice: 6 to 8:30 PM on Wednesdays from mid-November till mid-March.
- Two hours a week for administrative duties (emails).
- More time necessary when preparing for races.

### **Qualifications:**

- Communication skills
- Records management (keeping track of expenses, budget, and registrations).
- Interest and ability to learn and implement safety guidelines for the use of air rifles.
- Willingness to attend training as necessary.



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

**Tasks:**

- May: Attend the Biathlon Ontario AGM. Pay fees for Club to be a member with Biathlon Ontario/Canada.
- June: Discuss registration requirements with VP Programs and Zone4 Registrar. Provide updated text for program information on website.
- June: Make school rental arrangements with Algoma District School Board.
- Fall: Organize a “Try Biathlon” day to increase program enrollment.
- Fall: Maintain equipment, clean and make arrangements for repairs. Acquire supplies (pellets, paper targets, staples).
- November/December: Prepare budget and present at Board meeting.
- November: Collect registration information and communicate introductory information to families. Ensure each child is registered with Biathlon Ontario (collect copies of receipts).
- December: Make arrangements for holiday season party (pizza, drinks).
- January – March: Liaise with other clubs to find opportunities for children to race. Promote these opportunities. Support the registration process for such events and help with travel arrangements.
- March: Order medals for Club Awards Banquet.
- March: Plan and host end of season party (pizza, drinks).
- March: Provide a season summary for Awards Banquet Program.



- April: Attend and present awards at Awards Banquet.
- April: Provide season summary report to VP Programs for Board submission.