

**POSITION DESCRIPTION:**



<b>Position Title</b>	Mountain Bike & BMX Coordinator
<b>Application Closing Date</b>	Will remain open until a suitable applicant is found
<b>Hours</b>	37.5
<b>Salary</b>	\$2,590 - \$3,250/month Plus a comprehensive benefits package, professional development opportunities and expenses.

**Position Purpose:**

The Alberta Bicycle Association is seeking to fill one position of Mountain Bike & BMX Coordinator. The successful candidate will have experience in program planning, event coordination and management.

**About the Alberta Bicycle Association:**

The Alberta Bicycle Association (ABA) is the affiliated provincial branch of the Canadian Cycling Association (CCA). The ABA is responsible for facilitating introduction to organized cycling and to develop a strong competitive cycling program while protecting and advocating the rights of cyclists and acting as the organizing body which promotes all aspects of cycling in Alberta. The ABA is a not-for-profit association run by volunteers, relying on membership fees, fundraising, and government support for operating funds. ABA members include road, track, BMX, cyclo-cross and mountain bike racing, recreational and transportation, educators, coaches, officials, administrators, enthusiast, volunteers, and advocates of the sport.

**Supervision Reporting Relationships:**

This positions' supervisor/manager	Executive Director
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**Location:**

This position is located at the Edmonton Office but the incumbent will be required to travel extensively within the province. Thus the incumbent must be willing to travel.

**SECTION B: Key Responsibility Areas**

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas	
1.	<p><b>EVENT MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>▪ Coordination and development of Events Calendar</li> <li>▪ Work as a liaison between organizers, officials, and participants.</li> <li>▪ Production of race resources</li> <li>▪ Development and maintenance of standards at events and provide support to Organizers, Officials, and Volunteers.</li> <li>▪ Act as Technical Delegate to assigned races</li> <li>▪ Assist organizers in attracting National and International Level events to Alberta</li> </ul>

Key Responsibility Areas		
		<ul style="list-style-type: none"> <li>▪ Liaise with the Canadian Cycling Association</li> </ul>
2.	<b>PROGRAM MANAGEMENT</b>	<ul style="list-style-type: none"> <li>▪ Development of Provincial Commissaire Program.</li> <li>▪ Management of clinics</li> <li>▪ Other responsibilities as directed</li> </ul>
3.	<b>ADMINISTRATIVE MANAGEMENT</b>	<ul style="list-style-type: none"> <li>▪ Maintain, develop and update administrative tools and resources to assist in the delivery of events, materials and programs.</li> <li>▪ Maintain points, results and upgrades</li> <li>▪ Assist in the development of policy and procedures</li> <li>▪ Preparation of information for communication vehicles.</li> <li>▪ Maintain communication with membership, media, and other sport bodies as required</li> <li>▪ Implementing Racing Committee Policy</li> </ul>

### SECTION C: Key Selection Criteria

A suitable candidate for the position will have a post-secondary degree in Sport or Recreation, or related experience. Candidates must be comfortable working with computers; experience with Microsoft Excel is desirable. The ideal candidate will be an effective communicator, and bring a high level of energy to the position.

<b>Experience / Qualifications / Attributes:</b> Required by the incumbent to successfully perform the positions key responsibilities.	
1.	A knowledge and understanding of cycling
2.	An affinity with the aims and targets of the Alberta Bicycle Association
3.	Understanding Delivery of all aspects of a sports event
4.	Involvement with a sport and/or a sporting organization
5.	Excellent written and oral communication skills
6.	High quality IT skills
7.	Experience working with deadlines

### Further Information:

Resumes must address the Qualifications and Knowledge/Experience/Attributes sections under the key selection criteria.

Applications can be emailed to :

Heather Lothian

Executive Director

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