

# CYCLING BC

## POSITION DESCRIPTION

### SUMMARY

Title: Commissaire and Technical Delegate Coordinator  
Reports to: Event Coordinator  
Completed: November 2016

### JOB SUMMARY

The Cycling BC Commissaire and Technical Delegate (C&TD) Coordinator is a part time role responsible for the planning and coordination of the commissaires and technical delegates attending series and provincial championship races on behalf of Cycling BC. The C&TD Coordinator is responsible for maintaining a database of individuals, assigning roles, managing attendance and following up with reports for budget and performance purposes. The C&TD Coordinator is also responsible for the creation of a development pathway for our provincial commissaires and technical delegates. It is expected that these responsibilities will require 2 to 2 and 1/2 days per week.

### WORKING RELATIONSHIPS

The Commissaire and Technical Delegate Coordinator reports directly to the Event Coordinator and works closely with the event organisers to determine needs and manages the commissaires and technical delegates to ensure the program goals and requirements are met. The Coordinator will be required to work regularly in the head office of Cycling BC in support of fulfilling the goals of the position.

### KEY ACCOUNTABILITIES

#### 1. Development of:

- Program goals, identifying required assets, deliverables and benchmark statistics
- Training and development plans for commissaires to move from provincial to national
- Training and development plans for technical delegates
- Creation of a database of candidates prepared to participate in plans
- Tracking process for performance and delivery of program goals
- Tracking process for candidates to move up the pathway
- Drafting of relevant policies

#### 2. Delivery of:

- Weekly commissaire and technical delegate assignments to races
- Follow up with event organisers for performance feedback
- Regular budget reporting
- Event reports

### QUALIFICATIONS

#### Education and Experience

- A firm understanding of the environment of bicycle racing and the governing rules
- An understanding of the roles of commissaires and technical delegates
- 3-5 years in a similar role managing people or resources
- Must have previous experience in sports administration, financial management, event management and experience working with volunteers.
- Fluency in English is required including oral, written and public presentation skills in English
- French is an asset

#### *Professional Abilities*

- Proven ability to work collaboratively with coaches and staff
- Understanding of the Canadian Sport system and NSO Performance Pathways

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- Understanding of cycling activities and lifestyle
- Previous experience working in a fast-paced, multi-level, sport based environment with emphasis on timelines and delivery
- Proven capacity to fit within a not-for-profit culture and show leadership in terms of workplace standards, drafting of policies and development of agreements

#### ***Special Skills and Abilities***

- Demonstrated teaching and organizational skills
- Strong interpersonal and leadership skills
- Excellent oral, written and communication skills
- Strong negotiation and presentation skills
- Proven ability to make critical decisions independently without supervision
- Excellent organization, time-management, administrative and computer skills essential
- Attention to detail

**To apply directly contact Nic Tickner - [nic@cyclingsbc.net](mailto:nic@cyclingsbc.net)**