



High Performance Director – Skeleton and Bobsleigh

Position Type: Employee

Job Location: Calgary, AB

Employment Type: Fixed Term to April 30, 2026, Full Time

Application Deadline Date: April 19, 2024

Expected Start Date: May 27, 2024 (negotiable)

The employer is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

The employer welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Overview of Bobsleigh Canada Skeleton:

Bobsleigh Canada Skeleton (BCS) is the governing body for the exciting sports of skeleton and bobsleigh in Canada. At our core, we are driven by a vision to develop and support champions within our community, both on and off the track, fostering a profound passion for bobsleigh and skeleton. Our relentless mission is to propel our athletes to be the fastest on ice, embodying the spirit of excellence that defines our organization.

Guided by our foundational values—Pursuit of Excellence, Adaptability, Respect, Accountability, Courage, Communication, and Teamwork—we are dedicated to creating a sustainable organization that ensures the well-being of all participants well into the future. Our unwavering commitment is reflected in our carefully prioritized focus areas, putting people at the forefront, ensuring sustainability, and striving for outstanding performance.

Job Purpose:

As the High Performance Director (HPD), Skeleton and Bobsleigh, you'll be at the forefront of our High Performance programs and will report directly to the Executive Director. You will develop and manage all technical aspects of the Skeleton and Bobsleigh programs and play a crucial role in shaping the high-performance experience and instilling a culture that aligns with Bobsleigh Canada Skeleton's vision and mission.

Success in this role hinges on recognizing the importance of people and relationships. The successful candidate will be instrumental in developing program vision and strategies and overseeing daily, quarterly and annual and quadrennial plans and budgets. As HPD, you will oversee all aspects of the athlete pathway: Talent Identification, Next Generation Programming, Senior High Performance Programming and Podium Realization. Collaboration with key stakeholders is key, ensuring a comprehensive, high-performance approach in the world of Bobsleigh and Skeleton. Join us in this role, where your leadership will play a key role in the evolution of this sport.

Key Responsibilities:

Leadership and Management:

- Collaborate with Coaches and Administrative staff to oversee all technical operational activities, planning, and budgets for Bobsleigh and Skeleton.
- Build and maintain an environment where everyone can thrive by promoting physical, psychological, emotional and social wellbeing through adherence of safe sport principles.
- Oversee hiring, onboarding, training, and ongoing performance conversations for coaches and technical administration staff
- Ensure compliance with Sport Canada reporting and accountability requirements.

Building and Optimizing Partnerships:

- Comprehensive communication and collaboration with National Team athletes.
- Manage and build relationships to enhance athlete performance and BCS's impact.
- Delivers effective presentations with clarity and impact at critical opportunities including: AGMs, Board Meetings, Bobsleigh & Skeleton Athlete Meetings and OTP Annual Reviews.
- Represent the sport and collaborate with key stakeholders, including Own the Podium, Sport Canada, the Canadian Olympic Committee, the Canadian Olympic and Paralympic Sport Institute Network, the International Bobsleigh & Skeleton Federation, the Coaching Association of Canada, and others.

Fostering a Culture of Excellence:

- Lead the development of the high-performance program vision, goals, and strategies.
- Define and cultivate a culture of performance excellence for athletes, coaches, and support staff.
- Develop positive relationships with coaches, athletes, and stakeholders, contributing to a trusting working environment.
- Develop clear communication plans for High Performance strategies both internally and externally.
- Evaluate and evolve Bobsleigh and Skelton National team programs through the development and monitoring of defined key performance indicators.
- Conducts quarterly gap analysis tracking against clearly identified metrics and key performance indicators.
- Designs and implements an integrated performance science services plan through partnerships and communication with the National Team Head Coach – Bobsleigh and the National Team Head Coach – Skeleton and with purposeful feedback from National Team athletes.

Administration and Logistics:

- Working collaboratively with the National Team Head Coach – Bobsleigh and the National Team Head Coach – Skeleton: develop, monitor and evolve Quadrennial Training Plans and Annual Training Plans with clearly defined targets and logistics for the HP Daily Training Environment, Training Camps and Competitive Season Plans.

Financial and Administrative Oversight:

- Manage overall financial responsibility for the Skeleton and Bobsleigh programs including determining budgets and accountability for program funds.
- Oversee staff management, contracts, review processes, and performance management.
- Provides monthly budget forecast as required by the Executive Director
- Prepares annual operating reports, financial assistance applications, and other required reports for funding agencies.

Strategic Planning:

- Assist the Executive Director in managing and evolving to Bobsleigh Canada Skeleton's long-range strategy.
- Oversee the maintenance of technical rules, regulations, policies, behavioural expectations and procedures for the National Team Programs.

Innovation and Collaboration:

- Conduct regular scans for emerging trends and strategic opportunities in the sport.
- Establish and maintain strategic relationships with research institutions, Canadian Olympic and Paralympic Sport Institutes and the International Bobsleigh & Skeleton Federation.
- Translate research outcomes to stakeholders and influence research agendas to support BCS' objectives.

Professional Development:

- Develop a Professional Development Framework for BCS's technical staff.
- Lead, oversee and evaluate professional development plans for all technical staff.
- Participate in personal professional development opportunities to enhance high performance leadership skills.

Education/Experience:

- Post-secondary education in a related field.
- 5+ years progressive leadership experience in high performance sport, including demonstrated success at senior level and relevant World Championship, Olympic and/or Paralympic Games experience.
- Hands on experience in a multi-disciplinary, cross-functional environment delivering on objectives and performance targets.
- Deep understanding of the Canadian Sport System.
- Current background check.
- Proof of completion of Safe Sport training.
- English language competency, French or German competency an asset.

Please email applications to recruitment@bobcanskel.ca and state High Performance Director Application in the subject line.