



June 2021

### **Club Development Coordinator – Role Description**

The role of the Club Development Coordinator (the “**Coordinator**”) is to promote the development of biathlon clubs, community sport programs, and biathlon as a sport for life throughout the province.

The coordinator will contact clubs directly, and report to the board of directors.

### **Responsibilities of the Coordinator**

The Coordinator shall be responsible for the following:

- Establishing a relationship with a key contact person at each existing member club and potential new clubs;
- Communicating regularly with their contacts to determine the needs of member clubs for development;
- Providing mentorship to clubs with respect to the development of community and sport for life programming;
- Gather membership and participation data from clubs for BiBC’s reporting purposes;
- Reporting monthly to the Board on club development priorities; and
- Other duties as assigned by the Board.