



Job: Associate Director, Sport Performance, Coaching and Education

Organization: Cycling BC

Reporting To: Executive Director

Location: Flexible and preferred within the Lower Mainland. The successful candidate will be expected to work remotely, and required to attend local Cycling BC events and meetings.

About Cycling BC

Cycling BC is the provincial governing body for the sport of cycling in British Columbia, representing Road, Track, Cyclo-cross, Mountain Biking, BMX and Para-cycling.

Cycling BC's key responsibilities include:

- Licensing of riders, coaches, officials and race organizers.
- Coordinating and developing an annual race calendar.
- Training race officials.
- Certifying and training coaches and clinic instructors.
- Supporting cycling clubs.
- Sanctioning and ensuring cycling races and events.
- Developing high performance athletes.
- Design and delivery of youth cycling programs to schools and communities.

Overview of the position and opportunity

Cycling BC is currently searching for its new Associate Director, Sport Performance, Coaching and Education to lead the strategic development, delivery, and management of Cycling BC's performance sport, coaching and education programs. This is a system-building role. This includes, but is not limited to, building a high performance sport framework that supports clear pathways for athletes, coaches, and officials to progress and excel within the province, and beyond. This position is a dynamic and demanding leadership role within Cycling BC, and the successful candidate will be accountable for driving sport performance and education operations through the design and implementation of strategically informed programs to achieve key objectives outlined in the 2025-2028 strategic plan. This role requires sound judgement to navigate diverse situations and environments, while fostering SafeSport policies within a culture of collaboration, transparency, wellness, and excellence in sport. Your skills and experience will help you move smoothly between strategy and execution, while building trusted relationships and strengthening our reputation with stakeholders, athletes, coaches, and officials across the Cycling BC ecosystem.

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Reporting to the Executive Director, you will have one direct report and work in close collaboration with the events and community development portfolio with oversight of an informed and well-structured race and events calendar. The role requires a strong leader with superior communication skills, organizational and leadership acumen, and a proven ability to innovate and develop meaningful partnerships and make a lasting impact on the sport of cycling in BC.

Key Responsibilities:

Strategic Leadership and System Design

- Lead the strategic design, development, and implementation of clear cohesive pathways to help athletes and coaches to progress in the sport of cycling.
- Create a sustainable province-wide coaching, education, and performance strategy supported by clear policy, positive and inclusive culture, and established best practices.
- Lead staff in the systematic re-design of an integrated athlete and coach development framework to advance Long-Term Athlete Development (LTAD); oversee camps, projects, and transparent selection processes that help clubs and coaches develop emerging athletes.
- Oversee the annual Cycling BC Events Calendar strategy in partnership with the key staff, aligned with each discipline, category, and athlete pathway projects.
- Ensure alignment between grassroots programming, youth development, and high-performance pathways including documented upgrade processes.
- Provide strategic advice to the Executive Director on system health, priorities, risks, and opportunities to grow programs, services, and development options across the province.
- Be a strategic thinker and decision-maker, who understands how to prioritize and balance service, standards, and fairness in a member-based provincial sport organization.

Coaching and Commissaire Development

- Oversee the design, delivery, and continuous improvement of coaching and Commissaire education programs.
- Align provincial programming with national standards (e.g., NCCP) while ensuring regional accessibility and relevance.
- Develop clear pathways from entry-level to high-performance coaching and officiating.
- Establish mentorship, evaluation, and professional development opportunities.
- Increase recruitment, retention, and engagement of coaches and commissaires.

Grassroots Development

- Develop and implement a provincial Grassroots Ride Leader Framework focused on safety, inclusion, and quality participant experiences.
- Establish accessible onboarding pathways, including online and club learning opportunities for new and existing members.
- Create stewardship systems to support retention and leadership development.

- Support clubs in delivering safe, welcoming, and consistent grassroots events and supportive programming.

Youth Development Programming

- Lead the design and implementation of a province-wide youth development model aligned with LTAD and discipline-specific needs.
- Work with club coaches to create a system that helps them recruit and develop athletes.
- Provide clubs and regional partners with tools, templates, and standards for program delivery across all rider profiles.
- Promote positive cycling sport experiences that prioritize fun, skill development, and long-term engagement.
- Support equitable access to youth programming across regions.

Performance Pathway Leadership

- Provide strategic oversight of Cycling BC's performance development systems.
- Support talent identification processes and athlete progression pathways with the High Performance Manager and coach network, including oversight of objective measures and key performance indicators.
- Collaborate with key staff to align training, camps, and the sequencing within competition calendars.
- Provide effective hands-on support to coaches working with developing high-performance athletes.
- Ensure performance environments reflect Cycling BC's values, including athlete well-being and ethical coaching in adherence to SafeSport policies.

Stakeholder Engagement and System Coordination

- Support the staff team in strengthening relationships with clubs, coaches, commissaires, and regional stakeholders.
- Collaborate with Cycling Canada and other partners to align programs and pathways.
- Facilitate communication, knowledge sharing, and collaboration across each discipline and regions around the province.
- Support development opportunities and mentorship networks.

Program Delivery and Operational Management

- Oversee planning, budgeting, and execution for coaching, education, and performance initiatives.
- Monitor program effectiveness, value, and alignment with organizational priorities.
- Contribute to the annual operational plan and quarterly reporting processes.
- Ensure effective use of resources within organizational capacity.

Data, Evaluation & Continuous Improvement

- Establish performance metrics and evaluation frameworks for programs and pathways.
- Track participation, progression, and retention across athletes, coaches, and commissaires.
- Use data and stakeholder feedback to inform decision-making and continuous improvement.

- Contribute to organizational reporting and accountability.

Qualifications and Experience

- Post-secondary education in sport management, kinesiology, education, or a related field (or equivalent experience).
- Minimum 5 - 7 years of experience in sport development, coaching systems and/or athlete development pathways.
- Demonstrated leadership experience in a multi-stakeholder environment.
- Demonstrated understanding of the principles and practises of Long-Term Athlete Development (LTAD) and SafeSport.
- Experience with NCCP or equivalent coach education systems.
- Experience working with provincial or national sport organizations is an asset.
- Background in cycling and/or endurance sport is preferred.

Key Skills and Competencies

- Effective and confident communication skills and a proven ability to build teams, attract and cultivate a culture of excellence.
- Strong working knowledge of current workplace tools, including Google or Microsoft, project management (i.e. Asana), and membership registration platforms (i.e. CCN).
- Strong systems thinking and proven program design capabilities.
- Management experience with complex, multi-stakeholder cycling or sport environments.
- Deep understanding of LTAD and coaching frameworks (NCCP and others).
- Impeccable planning, decision-making, and conflict resolution abilities, at times under pressure and within complex high-performance environments.
- Ability to efficiently schedule time and activities for multiple, concurrent projects, engage with staff teams and the cycling sport community.
- Strong technical and digital literacy.
- Self-starter, proactive and strong leader who can motivate others.
- Person-to-person leadership skills that empower and motivate others, foster growth, and achieve collaborative success.

Compensation:

The salary range for this position is \$75,000 to \$90,000, with actual total compensation based on experience and performance evaluated by the Executive Director and HR Board Committee.

Application Process:

Interested candidates are invited to submit their expression of interest/cover letter and resume by May 26, 2026, to chris@cyclingbc.net.

Disclaimer:

This document is intended to provide a comprehensive overview of the Assoc. Director, Sport Performance, Coach and Education position at Cycling BC and may be subject to change.