



Aiming for Excellence

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Biathlon Alberta – Events Coordinator

Biathlon Alberta, the provincial governing body for the sport of biathlon, is hiring a **Canmore-based Events Coordinator** for the 2014-15 season. This contract position will involve working approximately 40 days between November 24th and March 24th, assisting with the production of Biathlon Alberta events around Alberta.

Duties of the position include:

- Set-up online race registrations
- Prepare race files, biathlon race timing
- Equipment hauling
- Train and manage timing volunteers
- Tabulation of series points, shooting percentages, and other data
- Posting results, photos, race reports to website and other media

Requirements of the position include:

- Ability to lift heavy objects and work outside in winter conditions
- Ability to work long hours in demanding conditions
- Ability to train and work with volunteers
- Willing to travel within Alberta and work weekends
- Comfortable driving a large van in winter conditions
- Familiarity with computers, Microsoft Excel
- Some technical aptitude with computers, timing devices

To apply for this position please submit a resume by November 14th to:

Andy Holmwood
andy@biathlon.ca

403.609.4746

