



**Cycling Nova Scotia**  
**5516 Spring Garden Road**  
**Halifax NS, B3J 1G6**

**Position:** Provincial Team Coach (MTB and Road)

**Location:** This position is based in Nova Scotia. Remote work is expected and office hours are available.

**Expected FTE Equivalency:** Preference for full time employment but we will entertain part time options if they are the correct fit for the program

**Expected Annual Salary Range (gross):** \$60,000 for full time position based on funding availability. Funding is in place until March 2027 at which time will be renewed based on successful application to the NSPPI program through the Canadian Sport Institute Atlantic

**Educational Background:** Certified as an NCCP Competition – Development coach in cycling.

**Practical Experience:** Experience coaching/competing at the National or International level of cycling. This includes (but is not limited to) Canada Cups, National Championships, Canada Games

**Reporting:** This position reports to the Executive Director and the High-Performance Committee at Cycling Nova Scotia.

**Nature, scope, and structure:**

The Provincial Cycling Coach at Cycling Nova Scotia (CNS) will deliver the High-Performance Plan to Provincial and Development Team Athletes. The candidate must be well organized, an excellent communicator, have leadership experience, be able to think critically and function autonomously to meet and exceed organizational goals.

The Coach will work primarily outside of the office, offering opportunities to athletes at various training and racing locations. This position will require evening and weekend work. The Coach will report directly to the Executive Director and will give updates to the High-Performance Committee at CNS.

The Coach must have experience in High Performance Cycling, with the ability to conceptualize and execute a periodized year long training program which includes day to day training, manage training camps and local, regional and national level races.

Finally, recognizing value and leveraging relationships with regional or national partners is important to the sustained development of the High-Performance Team. Therefore, critical thinking skills and comfortability working autonomously is required.

Overall, the Coach is the staff position responsible for executing strategic targets and goals set in the High-Performance portfolio. The Coach must be capable of stationary work (sitting or standing) and be able to focus on deep work for 30-60 minutes at a time. The Coach must be able to lift up to 40lbs, though this will rarely be required.

**Responsibilities:**



- Create a periodized year long training plan for provincial team athletes in both MTB and Road
- Deliver weekly training both in person and virtually throughout the year.
- Assist with testing and evaluation of athletes in conjunction with CSI-Atlantic
- Provide coaching and mentoring opportunities for athletes
- Design and run training camps and attend races both provincially and outside of NS
- Work closely with Club Coaches to increase standard of coaches provincially
- Talent ID through creating relationships with local coaches and upcoming athletes
- Work with Executive Director in administrative tasks including booking travel, liaising with parents, grant writing and following team budget
- Work in conjunction with the High-Performance Committee to ensure all objectives of Cycling Nova Scotia's High-Performance Plan are met.

**Requirements:** The following certifications or experience will be expected from candidates to this position or will significantly enhance the candidacy of applicants to this position.

- Competition Development Certification in Cycling through NCCP
- Up to date UCI Technical License
- Complete and up to date completion of Safe Sport
- Experience coaching/competing at the National level (or above) which includes Canada Cups, National Championships, Canada Games in both MTB and Road
- Ability to work evenings and weekends
- Experience running projects, developing budgets, completing reporting documents
- Clean driving record and access to transportation
- A clean criminal record and vulnerable sectors check (this can be obtained post hiring)
- Ability to travel nationally and internationally for events and training camps
- Understand Cycling Canada's Athlete development model
- Create Individual Athlete Performance Plans in order to develop future national team athletes in mountain bike and road cycling disciplines.

**Desired skills and experience:**

- Experience working with a Provincial Sport Organization
- Ability to work within a budget
- Social Media experience
- Understanding of safe sport and sport ethics
- Leadership skills and critical thinking
- Effective communicator
- Motivational skills
- Exceptional interpersonal skills including conflict resolution skills
- Technological skills (Microsoft Word, Microsoft Excel, Google Drive, email, calendar management)
- Experience working with Para cycling development athletes is considered an asset



**CNS believes in inclusion, access, and diversity. Members of the LGBTQ2+ and BIPOC communities are welcomed and encouraged to apply to this position. This includes, but is not limited to: Black, Indigenous, and other racialized communities, people with disabilities, gay, lesbian, bisexual, queer and transgender individuals.**

**Cycling Nova Scotia offers a competitive compensation package, which includes:**

- Paid vacation
- Paid sick days
- Partial remuneration of personal cell phone expenses
- Mileage for out of city driving
- Opportunity to work remotely from anywhere in Nova Scotia or from the CNS Office at 5516 Spring Garden Road

Any questions about this position, or the organization can be sent to Mike Todd (mtodd@sportnovascotia.ca).

**Cover letter and resume are required to apply.** Please include, within the cover letter, whether you are interested in the position as Full Time or Part Time. Also, please include a brief overview of how you would create the provincial team program. Applications will be scored on meeting candidacy requirements and demonstrating applicable employment history.

**Please send applications to [mtodd@sportnovascotia.ca](mailto:mtodd@sportnovascotia.ca) with the subject line "Application – Provincial Cycling Coach, [First name, Last name]" before November 23rd, 2025 at 11:59pm. Applications should include a Resume, Cover Letter and three (3) references.** Only successful applicants will be contacted during the selection process for interviewing.