



Recreation Program Coordinator/CanSkate Coach Wanted

The Gateway Skating Club is seeking an enthusiastic, highly motivated professional to join our coaching team.

About Us: We are a large skating club in Edmonton operating out of Mill Wood's/Meadows and Kinsmen Recreation Centres. Our recreation programs operate 7 days a week during the winter months. Additionally we offer our Learn to Skate programs during the spring and summer.

Requirements: The coordinator shall maintain the following minimum qualifications and provide proof of the same by providing a copy of their coach dashboard:

- Regional Certified
- Skate Canada Coaching membership for 2018-2019
- Standard First Aid Certification – current for duration of contract.
- Any other requirements as set out by Skate Canada
- Desire to further knowledge with continuing education; attendance at Skate Canada CanSkate University is an asset

Roles and Responsibilities: The Coach/Coordinator is responsible for overseeing and managing all aspects of our Learn to Skate programs in accordance with Skate Canada's program delivery standards. This position requires administrative time each week that fluctuates throughout the year and busiest during registration periods.

Skills:

- Good communication, customer service, and interpersonal skills
- Excellent leadership skills, strong team player and ability to take initiative
- Able to work closely with the coaching team, and club membership
- Great organizational skills
- Computer proficiency is a must
- Dedicated to the sport of figure skating

Time Commitment: This position requires approximately five hours per week of admin plus approximately eight hours per week of on-ice coaching/supervision.

Skating Programs: CanSkate, PreCanSkate, Advanced CanSkate, Adult learn to skate, CanPowerSkate, and Inclusive programming.

Remuneration to commensurate with qualifications. There is a salary associated with the Administrative duties required for this position.

Application Deadline: Friday, November 30, 2018

Contact Information: Please send resume and any inquiries to:

contact@gatewayskatingclub.org