



Mayfield Figure Skating Club

Club Administrator Wanted

About Us:

Since 1992, Mayfield Figure Skating Club has been providing skating programs to families in the west end of Edmonton. We are a smaller club committed to making a difference in the lives of our skaters. We are run by a volunteer Board of Directors made up of parents who have children in our skating programs. We are a Skate Canada club. Our programs run September-June each year.

We are currently looking for a Club Administrator. This is a contract position. The successful candidate will be organized, committed, a team player, customer-focused and a highly motivated professional who strives for quality and excellence.

Requirements:

The successful candidate will:

- Have previous administrator experience, ideally within a non-profit organization
- Knowledge of Uplifter platform, or the ability to learn quickly on the job. Training will be provided.
- A general knowledge of Skate Canada and the NCCP program is an asset
- Proficiency in keyboarding and computer skills (email, spreadsheets and Quickbooks)

Roles & Responsibilities:

- Maintain the Clubs' Skate Canada Membership site, including tests and registrants account information
- Be the main point of contact for the club via email and phone
- Respond to all requests in a timely manner
- Maintain the Clubs' website, Uplifter, Instagram and Facebook page
- Attend executive meetings as required

- Support the coaches and executives in all administrative tasks as needed including Club events, selling Club merchandise and processing payments
- Maintain positive relations with the City, SkateCanada, other figure skating clubs and the MFSC Board of Directors
- Promote MFSC in a positive manner
- Ensure deadlines are met

Skills:

The successful candidate will be strong in written and oral communication, organizational and customer service skills. You must be a self starter; someone who takes initiative and an organized individual with problem solving capabilities. The ability to work independently as well as collaborate with the executive, coaches, and volunteers is imperative.

**Office/Time
Commitment:**

On average, 13.5 hours per week:

Tuesday 5:00-7:00PM
Wednesday 3:30-7:30PM
Thursday 3:30-7:00PM
Saturday 12noon-4:00PM

**Skating
Programs:**

CanSkate, STARSkate and CanPowerSkate

**Application
Deadline:**

October 15, 2020 or until a suitable candidate is found.

**Contact
Information**

Please send your resume and cover letter to:

mayfieldfsc.recruitment@gmail.com