

The Arbutus Club



About Us:

The Arbutus Club has been a landmark in Vancouver since 1964. Today, we are a modern recreation complex with first class food and beverage services. Our vast range of facilities and programs, coupled with unparalleled service, have earned us a reputation as one of Canada's finest premier Private Clubs.

As the Director of Figure Skating/Head Coach, you will be managing all figure skating programs.

Requirements:

The successful candidate will:

- National (Level 3) NCCP coach credentials preferred
- Must maintain workers compensation registration and coverage
- Ability to coach CanSkate and skaters in programs listed in Duties and Responsibilities
- Be a Skate Canada registered coach in good standing
- Provide a copy of your coach dashboard

Roles & Responsibilities:

- Develop and oversee all skating programs within the Club including organizing all skating programs, coaching, administration, registering skaters with Skate Canada, organizing special events, and organizing and reporting of all Club and test information
- Consult with the Skate Canada, BC/YT Section, Recreation Services and Communications departments; advertise and promote the skating program through the Bark, e-blast, and bulletin boards
- Ensure that program registration information and details are prepared and submitted in a timely manner adhering to deadlines
- Administer member billing and invoicing for skating programs in a timely manner
- Ensure that all members receive courteous, prompt, and professional attention to their needs; utilize feedback to improve departmental operations and member satisfaction
- Participate in program committee meetings and help with the club functions as needed.

- Communicate and interact with skaters, parents, and staff at the Club
- Ensure all coaching staff on the ice are registered and in good standing with Skate Canada

Skills:

The successful candidate will:

- Approximately 20-25 hours per week of on ice coaching
- Program encompasses learn to skate preschool, school age, and adult classes, Figure skating Star skaters- Star 1 – Gold in all disciplines (skills, free skate, dance and artistic), power classes (pre-power to advanced), Choreography and off ice

Time Commitment:

- Approximately 20-25 hours per week of on ice coaching

Skating Programs:

- Program encompasses learn to skate preschool, school age, and adult classes, Figure skating Star skaters- Star 1 – Gold in all disciplines (skills, free skate, dance and artistic), power classes (pre-power to advanced), Choreography and off ice

Application Deadline:

Friday June 17, 2022

Contact Information

Please apply on our website: [Director of Figure Skating/ Head Coach \(risepeople.com\)](http://risepeople.com)