

# Derrick Skating Club

## Coach Wanted: Learn to Skate Program Coordinator



**About Us:** The Derrick Skating Club has been serving the south Edmonton community for over 50 years. With approximately 50 hours of ice per week during our regular season and 1100 members annually, the DSC offers a variety of programming options for ALL levels and ages of skater, including Pre-CanSkate, CanSkate, Adult CanSkate, CanPowerSkate, STARSkate, and CompetitiveSkate.

**Requirements:** The successful candidate will:

- Be a Skate Canada registered Coach in good standing
- Provide a copy of your coach dashboard
- Have experience in program administration and delivery of CanSkate programming

**Roles & Responsibilities:** Coordinate and execute the Learn to Skate programs (Pre-CanSkate, CanSkate, and Adult CanSkate)  
Ensure program delivery meets and exceeds Skate Canada program delivery standards  
Oversee the training, development, and staffing (recruitment and scheduling) of Program Assistants (PA's)  
Mentor LTS coaching team  
Schedule LTS coaching and oversee coaching team evaluation  
Purchase and maintain supplies  
Maintain communications to members  
Liaise with the Board of Directors and Head Coach

**Skills:** The successful candidate will:

- Be passionate and enthusiastic about coaching LTS
- Demonstrate excellent interpersonal and communication skills
- Possess strong leadership skills
- Be proficient in use of Excel and Uplifter
- Demonstrate excellent problem-solving skills and have an ability to think creatively

**Time Commitment:** Approximately 10 hours per week of program management, on average. Our club runs sessions year-round (Sept-Dec, Jan-March, April-May, July). There are approximately 12 Learn to Skate sessions per week with around 600 skaters participating in normal (non Covid) Fall and Winter programs.

**Skating Programs:** Learn to Skate program coaching with an opportunity to substitute in our private lesson programs on an as needed basis

**Application Deadline:** Open until a suitable candidate is found

**Contact Information** Please send your Cover Letter and Resume to: [office@derrickskating.ca](mailto:office@derrickskating.ca)  
If you have any questions, please contact our office.