



The Northern British Columbia Centre for Skating is currently seeking candidates for the position of the Learn to Skate Program Director, to build and grow the grass roots programs of our club. We are a club of approximately 300 members

located in beautiful Prince George, British Columbia! We are a progressive club with a highly motivated board of directors to work with you for success! We also have the privilege of running ice ALL YEAR, and we can offer full time employment for this position.

We are looking for an organized, compassionate, highly motivated, professional individual with a passion for skating, who demonstrates strong interpersonal skills, and the ability to work with a wide range of skaters in conjunction with current NBCCS staff.

Main duties of the Learn to Skate Program Director position include:

- ✓ Under the Director of Skating, the Learn to Skate Program director will provide leadership, supervision and coordination for CanSkate programs and CanSkate coaching staff.
- ✓ To develop and implement NBCCS CanSkate program schedules. Complete lesson planning with other NBCCS staff.
- ✓ Coaching programs of all levels, including CanSkate, CanPowerSkate and STARSkate.
- ✓ Complete parent information sessions for CanSkate and organize promotional events as requested by the board of Director and/or the Director of Skating.
- ✓ Organize training opportunities and development for CanSkate and Junior coaches.
- ✓ Supervise and develop NBBCS program assistants.
- ✓ Establish and maintain positive, respectful working relationships with athletes, parents, and coaches to ensure effective and efficient delivery of programs.

Skills and Attributes required for the position:

- ✓ Minimum 5 years coaching experience
- ✓ Minimum Provincial certification and in good standing with Skate Canada.
- ✓ First Aid Certification.
- ✓ Ability and desire to coach at all skating levels and programs.
- ✓ Excellent oral and written communication skills.
- ✓ Ability to handle sensitive information and conduct themselves in a professional and confidential manner.
- ✓ Willing to work collaboratively with the NBCCS board of Directors, the Director of Skating and other NBCCS staff. Always be a positive role model and team player.
- ✓ Ability to effectively mentor athletes, working together to help them set and achieve their goals.
- ✓ Utilizes open and transparent communication, including as an approach conflict resolution.
- ✓ Possess exceptional organizational skills and demonstrates the ability to take initiative.
- ✓ Strong working knowledge of Uplifter software and work together with NBCCS staff for Uplifter program maintenance.
- ✓ Experience with Weebly software would be an asset.

Availability:

- ✓ The successful candidate will be available for programming from Monday to Saturday. Unless there is a special event, we do not typically have programming on Sunday.
- ✓ The successful candidate will have the ability to work flexible hours.

Compensation:

- ✓ The successful candidate will have a minimum of roughly 40 hours per week that includes ice time, administrative time, and private coaching.
- ✓ Compensation will consist of a base salary (commensurate with experience) that will start at \$50,000 (total compensation) and upward, based on experience.
- ✓ NBBCS will assist with compensation for relocation expenses to Prince George
- ✓ NBBCS will further financially support the successful candidate in obtaining further training. (staff can apply to the NBCCS board for training compensation per calendar year)

Interested applicants can contact Tom Wamsteeker (vp@skateprincegeorge.com) or Kertis Reay (president@skateprincegeorge.com). Thank you for your interest!