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Springbank Figure Skating Club (SFSC)

CanSkate Coordinator Wanted Advertisement



About Us:

Springbank Figure Skating Club, a Skate Canada-certified club committed to high-quality skating instruction in an inclusive and friendly environment, is inviting like-minded individuals to join the team as CanSkate Coordinator.

Requirements:

The successful candidate will:

- Have at least 2 years experience in an administrative and customer-facing role
- Be familiar with the CanSkate Program

Roles & Responsibilities:

This individual is responsible for the administration details of CanSkate which is the learn-to-skate program of the Club. Organized, detail-oriented, and customer-friendly, the CanSkate coordinator performs the following duties:

- Organize registration for the program
- Collect data from registration and place skaters into groups as per the session format indicated by the coach
- Schedule coaches or subs, as needed, and ensure they have Skate Canada Registration up-to-date
- Schedule Program Assistants and keep track of their credits
- Prepare initial group lists
- Plan ice set up
- Prepare circuit samples for coaches
- Ensure there is stock on hand of badges, supplies, teaching aids, props
- Work with CanSkate coaches to ensure proper delivery of the program and ensure delivery standards are met
- Assist with any materials needed for Program Assistant training

- Coordinate and assist with grouping, name tags and possibly record-keeping
- Ensure Parent Information Sessions are scheduled; assist with set-up as required
- Organize and distribute badges at the end of each session
- Maintain records as well as review and publish report cards
- Ensure insurance requirements are met (e.g., CSA approved helmets)

Skills:

The successful candidate must be:

- Proficient in computer skills such as in Microsoft Office programs
- Strong in customer and team focus, planning and organizing, communication and applied learning skills.
- Able to work from home and at the Springbank rink

Time Commitment:

Three to six hours per week

Application Deadline:

September 30, 2021

Contact Information

For inquiries and/or to submit resume, please email:

SpringbankFSC.president@gmail.com