

Okotoks Skating Club

Registrar Job Posting

About Us:

Okotoks Skating Club (OSC) is a not-for-profit organization and a Skate Canada sanctioned club. We are proud to have been coaching athletes of all ages in and around the Foothills area for over 50 years. Our club is run by a volunteer Board of Directors comprised of parents of skaters from our club. OSC programming runs annually from September – July, the Registrar is available to members year-round. Our club is currently looking for a Registrar as a contract position.

Requirements:

The successful candidate will:

- Have previous administrative experience, previous non-profit organization is an asset.
- 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.
- Strong computer skills and working knowledge of Microsoft Office including Word and Excel.

Roles & Responsibilities:

- This role is the main point of contact for the club via email and phone, responding to requests in a timely manner.
- Maintain the Skate Canada Membership site on behalf of OSC.
- Maintain the Clubs' website, Uplifter, Instagram, and Facebook page.
- Assisting with registration tasks as needed including follow up on member payments.
- Preparing bank deposits.
- Attend board meetings.
- Support the coaches and executives in all administrative tasks as needed.
- Maintain positive relations with SkateAB/NWT/NUN, SkateCanada, OSC members and the OSC Board of Directors.
- Ensure deadlines are met.

Skills: The successful candidate will possess strong written and oral communication skills and excellent 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 members is imperative.

Compensation: \$700/month

Office/Time Commitment: Varies 5 - 20 hours per week.

Application Deadline: October 15th or until a suitable candidate is found.

Contact Information: Please send your resume and cover letter to: registrar.osc@gmail.com.