



**Position:** Club Administrator (Part-time, Contract)

**Term of Contract:** Annual (July 1 - June 30)

**Location:** Leduc Skating Club, Leduc, AB (operating from Leduc Recreation Centre)

As a key member of the Leduc Skating Club ("LSC") team and reporting to the LSC Board of Directors, the Club Administrator will provide administrative services for the skating programs (CanSkate, ITS, StarSkate, PowerSkate) and all club related activities.

### **Summary of Duties**

Under the direction of, and in collaboration with, the LSC Board of Directors, the Club Administrator will:

#### **Office Administration**

- Set up and administer skater registration, fundraising bonds and buyouts, registration policies and products through Uplifter
- Coordinate with Treasurer for refunds/funding needs of skaters
- Set up online registration and payments
- Maintenance of an accurate and up-to-date database of skaters.
- Effective and efficient set up and maintenance of all office system for LSC, including the telephone
- Ordering and maintenance of Skate Canada materials (eg: CanSkate Badges)

#### **Communication**

- Be the main point of contact for the LSC via email and phone, including with members for registration questions, as well as with Coach Rep for class requirements/changes
- Maintain the LSC website
- Maintain LSC's Skate Canada Membership site, including registrants accounting information
- Administration of all club correspondence (primarily email)
- Coordinate production of all marketing materials for LSC
- Manage social media accounts (Facebook/Instagram)
- Forward requests made to LSC to appropriate Board Members

#### **Program Delivery**

- Development of program ice schedules and annual calendar of events in collaboration with coaches and the Board of Directors, for all LSC programs
- Coordination of ice schedule and ice bookings with the LRC

**Meetings/Events**

- Attend LSC board meetings on a monthly basis, plus additional committee meetings as needed
- Support coaches and executive in all administrative tasks as needed, including Club events.

**Qualifications**

- Previous administrative experience, ideally within a non-profit organization or sports-related field (or both)
- Working knowledge of Uplifter platform, or the ability to learn quickly on the job. Training will be provided.
- Knowledge of Skate Canada programs and the NCCP program is an asset
- Related experience with a Skate Canada Club or experience in sport as a participant, organizer or event volunteer
- Strong written and oral communication skills, organizational skills and customer service skills
- Proficiency in keyboarding and computer skills (email, spreadsheets, etc).

**Time Commitment**

- While this is a new role to LSC, it is anticipated that the position will entail up to 30 hours per month, depending on the time of year.

**Application Deadline:** Until a suitable candidate is found

**Contact Information:** Please send your resume to:  
David St. Cyr [president@leducfigureskating.com](mailto:president@leducfigureskating.com) and  
Natalie Kakish [vicepresident@leducfigureskating.com](mailto:vicepresident@leducfigureskating.com)