

## Figure 8 Skating Club

### *CanSkate Coordinator Wanted Advertisement*



AB | NT | NU

#### **About Us:**

Figure 8 Skating Club (F8SC) is a well-established club in southeast Edmonton offering quality skating programs to our community for over 50 years. We are dedicated to providing family focused programs to skaters of all ages, supporting their goals to learn, excel, and maintain an active, healthy lifestyle. At F8SC, we provide 18 hours per week of on-ice programming to over 500 skaters from PreCan to Gold StarSkate. The club operates year-round, six days a week, out of the Kenilworth arena in Edmonton, Alberta.

At F8SC, we believe in fostering an inclusive and welcoming environment for all skaters, coaches, and community members. We are committed to celebrating diversity and ensuring that everyone, regardless of age, gender, race, ethnicity, ability, or background, feels valued and supported. Our coaches play a crucial role in promoting inclusivity by creating a positive and respectful atmosphere where every skater can thrive and achieve their personal best.

Our StarSkate program has grown substantially over the last couple of years, and we are looking to add an experienced coach to our existing team. For more information about our club, please visit our website at [figure8skating.ca](http://figure8skating.ca).

#### **Requirements:**

The successful candidate will:

- Be regional trained or higher with the intention to pursue additional training and development. Provincial certification is considered an asset
- Be a Skate Canada registered coach in good standing
- Have over 5 years experience coaching
- Experience coaching CanSkate programs is considered an asset
- Provide a copy of your coach dashboard

#### **Roles &**

#### **Responsibilities:**

- Work in a team environment with coaches, executive and parents.
- Train and schedule Program Assistants
- Create yearly plans and assessment plans for PreCan and CanSkate
- Coordinate assessments, assist with marking,
- Provide written and verbal communication to members, including writing and responding to emails and contributing to the monthly newsletter
- Execute administrative tasks such as creating class lists, name tags, and progress sheets
- Oversee the setup and take down of the CanSkate sessions
- Plan and execute CanSkate events such as CanSkate elements event

#### **Skills:**

- Be highly motivated, enthusiastic, professional, and reliable, acting as a role model for all skaters
- Have strong organizational skills and communication skills
- Have demonstrated the ability to coach in a collaborative environment
- Experience with club administrative tasks

**Time Commitment:** This is a contract position. The successful candidate is expected to be available for all CanSkate sessions. CanSkate programming is offered four times a week from September to June. Additional time commitment for administrative duties as required.

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

**Contact Information:** Please send your resume to: Abby Kozma- Skating Director at [Skating.director@figure8skating.ca](mailto:Skating.director@figure8skating.ca)

