



The **Inlet Skating Club of Port Moody (ISC)** is currently seeking a **full-time Skating Director/Head Coach** to lead our coaching team and establish a career at our Club. Inlet Skating Club is a Skate Canada-affiliated figure skating club serving skaters of all ages and levels, including CanSkate, STARSkate, and Podium Pathway programs. Located in scenic Port Moody, British Columbia, we operate year-round programs (49 of 52 weeks per year) to a current membership of over 300 skaters. We are a community-focused club committed to athlete development and safe sport principles. Our goal is to promote a positive, inclusive, and high-quality environment that fosters athletic ability, personal achievement, sportsmanship, and skater confidence. To learn more about ISC visit www.inletskatingclub.com.

Position Summary:

The Director/Head Coach is responsible for providing strong leadership for all skating programs and coaching staff while working collaboratively with the Board of Directors. This role combines on-ice coaching excellence with program development, coach mentorship, and administrative oversight to support the long-term growth and success of the Club. Responsibilities include but may not be limited to the following:

Program & Athlete Development

As Head Coach, you will play a pivotal role in the development and success of our skaters, working with skaters of various levels and aspirations to achieve their individual goals. Specific responsibilities would include:

- Planning, implementing, and evaluating club programs
- Ensuring programs meet Skate Canada standards and align with club goals
- Collaborating on scheduling and seasonal program planning, including working with staff from the Port Moody Rec Centre and Planet Ice Coquitlam to book ice.
- Working closely with the Board of Directors, assist with budgeting and operational planning as needed
- Providing coaching in private, semi-private, and group formats, including both on-ice and off-ice training
- Designing and overseeing athlete development pathways aligned with Skate Canada principles
- Coordinating and overseeing skater evaluations (low and high testing)
- Helping to implement a safe and positive training environment
- Supporting club events, test days, competitions, and exhibitions

Coach Management & Mentorship

At ISC, we offer a collaborative, professional, and positive work atmosphere, utilizing a team coaching approach built around a core of respect for the strengths and abilities each team member contributes. As head coach, you would be expected to:

- Lead, mentor, and support the coaching team
- Assist with coach hiring, onboarding, evaluations, and professional development
- Foster a positive, collaborative coaching culture

Skills:

The successful candidate will possess the following:

- Skate Canada NCCP **Provincial Level** certification or higher
- Skate Canada membership in good standing (including first aid certification and criminal record check)
- Values that align with Inlet's goal of providing a positive and safe training environment that fosters sportsmanship, confidence, and athletic prowess
- Ability to motivate and inspire athletes to reach their full potential
- Strong leadership and organizational skills
- Excellent communication and interpersonal skills, both on and off the ice
- Collaborative, team-based coaching approach
- Availability for year-round coaching in club programs and competitions
- Proficiency with jump harnesses (hand-held or ceiling-mounted) an asset

Compensation:

Compensation for the Head Coach position is competitive and commensurate with experience and certification level. It combines:

- A proposed monthly base salary of **\$2000 - \$2500/month**. This compensation amount is in recognition of the Director/Head Coach's managerial, administrative, and other duties.
- Additional hourly pay for club coaching (specifically, on- and off-ice group programming). The hourly rate is negotiable, with a proposed range for the Director/Head Coach of **\$70 - \$80/hour**.
- A **signing/relocation bonus** will also be considered for the successful applicant.

Please note that the head coach will also collect private coaching fees directly from skaters for individual and semi-private lessons (i.e., coach-directed private lesson income).

Application Deadline:

This position is open for immediate availability and will remain open until filled. Please note that we are seeking to fill this position as soon as possible in order to allow for a transition period between the current Director/Head Coach and the successful applicant.

Contact Information:

Interested candidates are encouraged to submit their resume, a cover letter detailing their coaching philosophy and relevant experience, and copies of relevant certifications to Inlet's Board President at board.inletsc@gmail.com.