



## Figure 8 Skating Club

- *Job Posting for Office Manager*

### **About Us:**

*Figure 8 Skating Club aims to foster fun and fitness for life through the joy of skating. Our growing club has over 450 skaters and offers Learn to Skate, AdultSkate, PreSTAR, StarSkate, and Competitive Skating programs out of the Kenilworth arena in Edmonton, Alberta. We offer skating six days a week (Mon-Sat) with year-round programming.*

### **Requirements:**

The successful candidate will:

- Be friendly, professional, and helpful with a positive attitude
- Have a track record of being organized, efficient, and self-directed with time management skills
- Have experience being able to multitask and keep track of details
- Be an effective communicator, both written and verbal
- Office administration experience is an asset
- Skating experience (as a skater, parent, or coach) is an asset

### **Roles &**

### **Responsibilities:**

- Work collaboratively with the Skating Director, CanSkate Coordinator, coaches, and the board to organize and manage the Club according to Skate Canada's Safe Sport principles and the Club mission: *Figure 8 Skating Club is dedicated to providing family focused programs to skaters of all ages, supporting their goals to learn, excel, and maintain an active, healthy lifestyle.*
- Be a point of contact for parents and skaters regarding the schedule, programs, registration, invoicing, event times, and other questions
- Be a point of contact for welcome table volunteers for the first CanSkate class of each session
- Manage the majority of club communication:
  - Monitor the club email and respond to inquiries
  - Send reminders and general communication emails to the membership
  - Create the monthly newsletter, with information from the board, Skating Director, and CanSkate Coordinator
  - Update website and social media with events, schedules, newsletters, and registration information
  - Coordinate coach-initiated registration changes with members
- Update member invoices and registrations in the registration system when there are eTransfer payments, program changes, or approved refunds
- Manage the club's relationship with Skate Canada:
  - Submit memberships and assessment results
  - Validate and record that all coaches are in good standing and update regularly

- o Register our programs
- Provide administrative assistance in planning events, such as Winter Gala, Spring Ice Show, assessment days, element events, awards banquet
- Maintain organized Club records and files on Google Drive
- Order office supplies, keep office organized
- In partnership with the board and Skating Director:
  - o Enter programs in the registration system
  - o Organize and manage volunteers
  - o Keep the books and issue cheques
  - o Draft contracts from templates

**Skills:**

- Word processing, spreadsheets
- Experience bookkeeping and issuing cheques an asset
- Registration/enterprise/retail system experience an asset
- Experience with the following software suites an asset:
  - o Google Workspace
  - o Quickbooks Online
  - o Uplifter (sports registration)

**Time Commitment:**

- Flexibility may be required during the peak registration period, events, and season/session startup
- Estimated 6 to 12 hours per week
- Hold office hours at the Club office at Kenilworth Arena minimum two days a week, primarily during Learn to Skate program schedule

**Salary** \$22.00 - \$30.00 per hour, depending on experience

**Application Deadline:** April 30, 2026

**Contact Information:** Please send resume to: [skating.director@figure8skating.ca](mailto:skating.director@figure8skating.ca).