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| Job Title: | Skating Club Administrator | Job Category: | Administration |
| Level/Salary Range: | TBD on qualifications | Position Type: | Part-time |
| Contact: | Shelley Hillier | Date Posted: | November 2, 2021 |
| Will Train Applicant(s): | Will Train Applicant(s) | Posting Expires: | November 7, 2021 |

Applications Accepted By:

EMAIL APPLICATION TO:

shillier76@gmail.com if interested in the position.

- No formal resume required, but please list your qualifications, availability, and why you think you would be an asset to Sackville Skating Club <https://sackville.skatingclub.com/>

Job Description

ROLE AND RESPONSIBILITIES

The Administrator must abide by the bylaws, rules, and regulations of the Sackville Skating Club and Skate Canada. The Administrator shall always conduct themselves in a professional matter and agree to abide by the Skate Canada Code of Ethics. The Administrator shall attend monthly board meetings.

The Administrator should be available and willing to communicate with parents/guardians, coaching staff, and executive members, and is responsible for managing the club's administrative e-mail account as well as sending communications through Uplifter as required.

Administrator Duties:

- Ensure coaches have returned a signed contract for each season which they are hired
- Ensure that all coaches are registered and are in good standing with Skate Canada
- Communicate to parents/guardians that skaters are ready to move to the next level of programming on behalf of the club
- Provide progress charts, at the beginning of each session, after groupings have been determined and ensure they are up to date throughout the session
- Create nametags for Canskaters at the start of each term and update as necessary
- Distribute report cards as required and maintain a record of skater achievements and an inventory of badges, ribbons, and other materials
- Lead parent information sessions, as required
- Coordinate ice schedules, submit ice requests to facilities, sign rental contracts on behalf of the club and complete ice allocation data requests as required
- Create program schedule, program pricing, session requirements, and session enrollment capacity in collaboration with the Club
- Collect mail at the Club's postal box and drop-box located at the Sackville Sports Stadium on an ongoing basis
- Purchase supplies for the Club as needed and submit receipts for reimbursement to the treasurer
- Register the Club with Skate Canada prior to the start of each new season and ensure all executive members are also registered
- Manage the Club's social media accounts, including Facebook and Instagram, for communication purposes



- Source club apparel options, arrange club apparel orders, and collect payment for orders
- Sit on any competition committees
- Assist with ice show preparations
- Communicate inclement weather cancellations with club members and coaches after consultation with facilities and the Club's president or vice-president.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Basic computer knowledge, spreadsheet, word processing, email, printing

PREFERRED SKILLS

Organizational, work within deadlines, must be a team player, enthusiastic, communication (respond to email, online and in-person inquiries in timely manner)

ADDITIONAL NOTES

Training will be supplied by the current Administrator/Head Coach of the club. The club president will provide additional Uplifter training as needed. Transfer of duties will commence after position as been awarded.