

WAWA FIGURE SKATING CLUB
WAWA, ONTARIO

DIRECTOR OF PROGRAMMING

The Wawa Figure Skating Club (WFSC) is based in a small northern community on the northeast shore of Lake Superior. We have proudly offered Skate Canada programming to our community for more than 40 years. Our programming runs from September-March and has included Learn to Skate (CANPOWER, CANSKATE AND ADULT) and STARSKATE. We offer competitive remuneration in a team oriented professional environment operating from a shared community centre. The Director of Programming will report directly to the WFSC Board of Directors and it is the responsibility of the director to implement, oversee and coordinate the overall delivery of the WFSC

QUALIFICATIONS NEEDED:

- EXTENSIVE SKATING BACKGROUND OR UNDERSTANDING OF THE WFSC SKATING PROGRAM
- STRONG INTERPERSONAL SKILLS
- EXPERIENCE DESIGNING AND OVERSEEING SKATING OPERATIONS
- STRONG ADMINISTRATIVE AND ORGANIZATIONAL SKILLS
- MUST BE ABLE TO PROMOTE, MARKET AND ATTRACT PEOPLE TO THE WFSC SKATING
- MUST HAVE EXCELLENT CUSTOMER SERVICE SKILLS

DUTIES INCLUDE:

1. ADMINISTRATIVE DUTIES

- Scheduling all programming
- Coordinate instructional staff and learning opportunities both in-house and regional
- Hold staff meeting and in-services
- Facilitate a link between group lesson skaters and the “next step” program
- Support personnel to basic skill competitions, ice shows, special workshops and camps
- Fill the position as coaching Liaison between coaching staff and Board of Directors

2. MEMBERSHIP SERVICES

- Provide support to administration that ensures current record keeping
- Act as resource for prospective/existing members

3. PUBLIC RELATIONS

- Advertise, market and promote skating to the community
- Schedule events and promotions that will attract media attention

SALARY:

The amount of committed time to this position has been estimated at 8 hours per month and can be an additional administrative duty for a club coach. Hourly wage is based negotiable and based on experience.