



Job title	Coordinator, Officials (part time)
Reports to	Manager, Events and Officials

## Job purpose

The Coordinator, Officials is responsible for coordinating all aspects of officials' programming for Data Specialists (DS) and Evaluators.

## Duties and responsibilities

- Coordinate on-going education requirements & opportunities
- Schedule & coordinate training clinics in accordance with approved budgets and policies
- Maintain database of officials' qualifications and contact information
- Manage tracking of registration, mandatory training and assignments
- Assist with evaluator assignment process for Skate Ontario high test days
- Coordinate communication with officials as needed
- Work with the Manager, Events and Officials to provide website updates
- Communicate clear promotion pathway documents to be posted online
- Communicate relevant Skate Canada and ISU rule changes and promotion timelines to officials
- Assist with coordinating travel for officials including Sectional, Super and Synchro Series events
- Assist with coordinating invitation process for Sectional, Super and Synchro Series events
- Other duties as assigned by the Manager, Events and Officials

## Qualifications and experience

Qualifications include:

- A post-secondary degree or diploma in Administration or Sport Management is an asset
- 2+ years relevant work experience, preferably in a not-for-profit environment
- Experience as a figure skating official is an asset

Skills and fit:

- Excellent verbal and written communication skills
- A self-starter who is reliable and can work independently
- Team player
- Excellent organizational skills
- Ability to multi-task, prioritize and meet tight deadlines
- Ability to perform in a fast-paced, changeable environment
- Proficient in MS Office



## Working conditions

- 20 hours per week, with possible variation of hours to meet the needs of the business
- Work environment: Skate Ontario office

Please email resume and cover letter to:

Kelsey Bennett  
Manager, Events and Officials  
[kbennett@skateontario.org](mailto:kbennett@skateontario.org)

**CLOSING DATE:**                      **Sunday April 21, 2019**

**Anticipated start date:**            **ASAP**

