



CanSkate Excellence Specialist (CSES)

Seasonal Independent Contractor Position

Job Title:	CanSkate Excellence Specialist (CSES)
Reports To:	Coordinator, Club Programs
Direct Reports:	None
Term:	Fixed Term, Independent Contractor Position – Sept. 2026 – June 2027

Job Purpose

Skate Ontario is seeking qualified candidates for the role of CanSkate Excellence Specialist (CSES). CanSkate Excellence Specialists support the delivery of the CanSkate Excellence Recognition and Renewal program(s) by conducting in-person observations and assessments of CanSkate programs across Ontario.

The role helps ensure consistent program standards while supporting Skate Ontario's commitment to quality CanSkate delivery across the province. Specialists complete assessments in accordance with Skate Canada CanSkate Program Requirements and Delivery Standards and document observations using Skate Ontario assessment tools.

This opportunity is ideal for experienced CanSkate coaches who are passionate about program excellence, consistency, and supporting quality program delivery across Ontario.

Duties and responsibilities

- Conduct on-site observations of CanSkate sessions participating in the CanSkate Excellence Recognition Program and Recognition Renewal.
- Assess program delivery against Skate Canada CanSkate Program Requirements and Delivery Standards.
- Submit assessment documentation and expense claims within established timelines.
- Maintain professionalism, objectivity, confidentiality, and impartiality while performing assigned duties.
- Identify and disclose any actual or perceived conflicts of interest.
- Comply with all applicable Skate Ontario policies, Skate Canada rules and regulations, screening requirements, and Safe Sport requirements.

Qualifications, Experience, Skills and Attributes

Candidates must meet the following requirements:

- Actively coaching CanSkate at a Skate Canada member club or skating school.
- Registered with Skate Canada as a coach and maintain “in good standing” status at all times.
- Successful completion of candidate assessment as referenced herein.
- Demonstrated ability to apply established standards consistently and objectively across multiple clubs and environments.
- Strong verbal and written communication skills.
- Demonstrated ability to observe program delivery objectively and provide clear, constructive feedback.
- Ability to maintain confidentiality and manage conflicts of interest professionally.
- Ability to represent Skate Ontario in a professional, respectful, objective, and courteous manner.



Working Conditions

- This is a seasonal independent contractor position and does not constitute employment with Skate Ontario.
- Contract term: September 1, 2026, to June 30, 2027.
- Assignments will be allocated based on program requirements, geographic location, Specialist availability, and conflict of interest (real or perceived)
- Assignment volume may vary throughout the contract period and is not guaranteed.
- All assessments are scheduled and coordinated by Skate Ontario in consultation with the CSES.
- Specialists may be required to travel up to one hundred kilometres (1-way) to complete assigned assessments.
- Specialists are expected to respond to assignment communications within established timelines.
- During assessments, Specialists act as representatives of Skate Ontario and are expected to conduct themselves in a professional, respectful, objective, and courteous manner at all times.
- Specialists are required to observe in a discreet and unobtrusive manner, minimizing disruption to participants and program delivery.

Compensation

- \$60 per completed assessment.
- Mileage reimbursement in accordance with Skate Ontario's Expense Policy.

Specialists are responsible for submitting required assessment report and expense claims within established timelines.

Application information

Please submit your resume and cover letter to: vnewman@skateontario.org

Application Deadline: 12:00 noon (Eastern Time), Thursday July 30, 2026

Only those selected for an interview will be contacted.

Skate Ontario is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity organization. We welcome applications from all qualified candidates and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, family status, or disability.

Skate Ontario welcomes and encourages applications from people with disabilities. Accommodation is available upon request for candidates participating in all aspects of the recruitment and selection process.

We recognize that experience can be gained in many ways and encourage applications from candidates with diverse backgrounds and non-traditional career paths.

Skate Ontario will use AI tools to support the selection process.

Questions may be directed to:

VICKI NEWMAN

Coordinator, Club Programs

E. vnewman@skateontario.org