



Job title	Coordinator, Officials
Reports to	Director, Event Systems
Direct Reports	None
Term	Full Time Permanent

Job purpose

The Coordinator, Officials is responsible for coordinating the delivery of Skate Ontario's officials' development programs and day-to-day management of supporting systems. This role supports the planning and execution of education programs, stakeholder communications, data management, online resources, and feedback processes that contribute to the recruitment, development, and retention of officials across the province.

The Coordinator, Officials supports the ongoing evolution of Skate Ontario's officials' development model, contributing to the organization's strategic priority of building and strengthening officials' capacity to support skater needs. Through the continuous improvement of programs, resources, communications, and operational processes, this role helps enhance the officials experience and ensures officials are equipped to deliver positive, high-quality skating experiences across the province.

Working collaboratively with staff, volunteers, committees, and other stakeholders, this role builds strong relationships and contributes to a culture of learning, collaboration, continuous improvement, and exceptional service that supports officials at every stage of their development.

Duties and responsibilities

Officials Development

- Execute annual officials' development workplans to support the delivery of education, training, and development opportunities.
- Coordinate and support the delivery of officials programming and educational opportunities, both virtually and in person.
- Assist with the development and maintenance of officials' pathways, onboarding resources, and handbook materials.
- Support survey distribution, data collection, and activities related to officials' programs and initiatives.
- Coordinate outreach with officials and stakeholder groups to support officials' development planning and program delivery.

Communication & Stakeholder Support

- Develop and distribute bi-weekly communications to officials and stakeholders.
- Serve as the primary point of contact for day-to-day inquiries from officials.
- Maintain accurate records and perform data entry related to officials' activity, including development opportunities and event involvement.
- Coordinator recognition initiatives as part of the Officials Culture Plan.
- Support the Officials Development and Assignment Committee (ODAC) promotional activities including tracking, documentation and communication.
- Establish and maintain effective working relationships with officials, volunteers, committees, and other stakeholders.

Program Administration and Operations



- Maintain and update the Officials Lounge (online portal) to ensure resources and information remain current and accessible.
- Support officials' assignment and tracking processes for events.
- Analyze officials' participation data and prepare regular reports, metrics, and insights to support decision-making and program evaluation.
- Assist with the coordination of meetings, agendas, and documentation for committees and working groups such as ODAC and the Officials Culture Working Group.
- Support event planning and logistics for officials' conferences, appreciation events, and development opportunities.
- Coordinate officials' clinic administration, including registration, attendance tracking, evaluation, and post-clinic follow-up.
- Coordinate officials' logistics for Skate Ontario events.
- Other duties as may be assigned.

Qualifications and experience

Qualifications include:

- University or college degree or diploma in Sport Management or Event Management or a related field, or equivalent practical experience demonstrating strong sport program planning and delivery capabilities.
- 1-3 years of experience in coordinating sport programming or events (sport organization experience considered an asset).
- Experience working with volunteer-based organizations and committees.
- Experience with coordinating and executing administrative support in an organization.

Skills and Attributes:

- Communication and Influence; Communicates clearly, listens actively, and works to build understanding alignments with others.
- People and Stakeholder Focus; Builds positive, productive relationships and keeps the needs of teammates and stakeholders in focus.
- Resilience and Adaptability, remains effective through change and challenges, adapting positively and maintaining focus on outcomes.
- Vision and Strategic Thinking; Thinks ahead, aligns work with broader goals, and contributes to planning and prioritization to help the team and organization move forward.
- Inspirational Leadership; Acts as a role model through integrity, reliability, and positive influence, regardless of formal authority.
- Highly organized with strong attention to detail
- Strong problem-solving and decision-making skills
- Proficiency in Microsoft 365
- Comfort with technology, data, and digital tools; curiosity and openness to AI and process innovation.
- Ability to influence positive change and contribute to a culture of continuous improvement.
- Passion for sport and creating exceptional participant experiences.

Working conditions

- Full time
- Hybrid Model – Remote/Office based on the needs of the business.
- Regular travel across Ontario is required to fulfill the requirements of this position.
- Must have use of a vehicle and hold a valid driver's licence.



- Extended hours to meet the requirements of the business which will include evenings and weekends.
- Extensive health benefits package
- Opt-in matching RRSP program
- 3 weeks vacation per annum

Skate Ontario is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or disability.

Skate Ontario welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the 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.

Only those selected for an interview will be contacted.

Salary Range: \$49,000 to \$55,000.00 per annum.

Please email resume and Cover Letter to:

Kelsey Bennett
Director of Event Systems
kbennett@skateontario.org

Closing date:
July 26, 2026.

Anticipated start date:
August 24, 2026.