



Figure 8 Skating Club

Job Posting for Office Manager

About Us:

Figure 8 Skating Club aims to foster fun and fitness for life through the joy of skating. Our growing club has over 300 skaters and offers Learn to Skate, AdultSkate, PreSTAR, StarSkate and Competitive Skating programs out of the Kenilworth arena in Edmonton, Alberta. We offer skating six days a week and our season runs from the end of August to July.

Requirements:

The successful candidate:

- Possesses effective communication skills, both written and verbal
- Displays a positive, helpful, and friendly attitude
- Has a history of sound record keeping and excellent time management skills
- Demonstrates ability to multitask and manage details
- Experience working with a volunteer organization an asset
- Experience in office management an asset
- Skating experience (as a skater, skating parent or coach) an asset

Roles &

Responsibilities:

- Work collaboratively with Skating Director, Canskate Coordinator, coaches, and board of directors to organize and manage the Club in alignment with the Club mission: *Figure 8 Skating Club is dedicated to providing family focused programs to skaters of all ages, supporting their goals to learn, excel, and maintain an active, healthy lifestyle.*
- Be a point of contact for parents and skaters regarding the schedule, programs, invoicing, event times and other questions
- Manage the club email and respond to inquiries, distribute club invoices to Treasurer and forward emails
- Send reminders and general communication emails to membership
- Assist with monthly newsletter, with information from Skating Director and CanSkate Coordinator
- Submit Skate Canada memberships to Skate Canada online
- Review programs in registration system to ensure they are entered correctly prior to programs being opened to the public for registration
- Be a point of contact for welcome table volunteers for first CanSkate class of each session
- Update member invoices in registration system for program changes or approved refunds
- Provide administrative assistance in planning events, such as Winter Gala, Spring Ice Show, element events, assessment days, awards banquet

- Attend monthly board meetings and take minutes of the meeting
- Update website with new events, schedules and registration information, help with social media posts
- Validate and record that all coaches are in good standing with Skate Canada and update regularly
- Maintain organized Club records and files on Google Drive
- Order office supplies and keep office organized

Skills:

- Word processing, spreadsheets
- Wordpress website experience an asset
- Quickbooks experience an asset
- Registration/enterprise/retail system experience an asset

Time Commitment:

- minimum 5 hours per week, maximum 8 hours per week
- Hold office hours at the Club office at Kenilworth Arena for about half of the time, primarily during Learn to Skate program schedule

Salary

\$21.00 - \$24.00 per hour, depending on experience

Application Deadline: July 15, 2022

Contact Information: Please send resume to: president@figure8skating.ca.