



ArcelorMittal Dofasco Skating Club

Job Description – CanSkate Administrator 2017-2018 Season

Purpose: To provide leadership to the CanSkate Program including meeting program standards and expectations as set out by Skate Canada. To continue to expand the CanSkate Program within the ArcelorMittal Dofasco Skating Club. To provide leadership and development of the CanSkate Coaching Team and Program Assistants.

Duties:

Program Standards:

- Organize CanSkate program – skating skills and techniques taught each week. Create circuit and list of supplies required at the beginning of the season to ensure adequate resources for the program.
- Responsible for ensuring compliance with the CanSkate Program Standards as set out by Skate Canada.
- Organize CanSkate students into groups at beginning of season, maintaining the recommended Skate Canada ratio of 1:10.
- Prepare and post the groups for each week on the board. Coordinate the badge and ribbon award and distribution and provide updates based on processes agreed upon with the Executive. Contributes to maintaining a current copy of the group lists for skating club records.

Leadership:

- Organize coaches and program assistants into groups.
- Provide overall direction for coaching staff on the ice and support where needed and as required. (Coaching a group on the CanSkate sessions (Preschool CanSkate, CanSkate, and Pre-Junior). After the first 3 to 4 weeks of organization, may be required to teach a group as needed.
- Hold an orientation session and provide ongoing development and mentoring for program assistants/new coaches to the program.

Communication:

- Prepare any information for parents to be included in the DSC newsletters and forward to ArcelorMittal Dofasco Skating Club Secretary.
- Inform the Executive of any recommended movement in sessions and any other information that is required. The Administrator will provide a standardized form to be filled in when a skater is being recommended to move sessions. This form will be given to the skating office, as well as to the



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private coach, if the child has a private coach. Movement between ice sessions will be as per preschedule dates set out in the registration materials.

- Coordinate the report card process prior to the Christmas break and at the end of the season, to be handed out to each child.
- Communicate and provide regular feedback during the season to the Executive. Attendance at Executive meetings is required.

Additional Notes:

- Help with any special events planned (Halloween, Achievement Day, etc) as required and as necessary.
- MUST be available for all CanSkate sessions held on Thursday evenings and Saturdays (Preschool PreCanSkate, CanSkate, and Pre-Junior).
- A stipend is provided for this position.
- There will be no private lessons given by the CanSkate Administrator on any CanSkate sessions.

Please send a letter of interest including a current resume and copy of Skate Canada qualifications to the ArcelorMittal Dofasco Skating Club for consideration on or before **June 17, 2017** including stipend expectations.

Email: kimrussell1414@gmail.com or via Canada Post: F.H. Sherman Recreation & Learning Centre, 388 First Road East, Stoney Creek, ON L8J 2X3, Attn: Kim Russell, ArcelorMittal Dofasco Skating Club.