

Akasaka Figure Skating Club

Program Coordinator(s) Advertisement



About Us:

The Akasaka Figure Skating club is a non-profit volunteer organization located in Grande Cache, Alberta. We have been offering skating lessons at various levels for over 30 years.

We are looking for a positive and energetic CanSkate and STARSkate Coordinator to manage and coordinate our skating programs (this could be two separate people, or one person for both roles). Our programs include Pre-CanSkate, CanSkate, STARSkate, as well as a newly developed Hockey Skating Skills program.

Requirements:

- Maintain a current membership with Skate Canada
- Have strong communications skills with board members, coaches and parents
- Be organized, punctual, and reliable
- Must sign a Code of Conduct and Contract with the AFSC Board
- Candidate(s) can be a AFSC Coach, but it is not required

Roles & Responsibilities:

- Coordinate CanSkate and STARSkate programs respectively, ensuring program standards are followed, program supplies are available, and that all coaches have what they need to teach their lessons
- Communicate and work professionally and cooperatively with skaters, parents, board members, and other coaches
- Follow Skate Canada delivery standards
- Accept direction from the board of directors
- Attend the beginning of monthly board meetings to report to the AFCS Board
- Work with coaches and the Board to ensure ice-scheduling is correct; schedule use of ice for carnival, programs and lessons

- Organize scheduling of partner sessions (when applicable)
- Maintain information bulletin board at the Rec Centre
- Prepare and send a monthly newsletter to skaters (CanSkate & STARSkate separate newsletters)
- Update music on ipad as required
- Manage STARSkate music volunteers
- Organize CanSkate Elements Event with the assistance of coaches
- Help plan and organize the year-end carnival with other coaches and board members

Skills:

- Strong communication and interpersonal skills
- Work cooperatively with coaches and board members
- Be highly motivated, passionate, professional and reliable
- Be organized and available to help when needed
- Strong computer skills

Time Commitment:

September 2025 to March 2026
Coordinator(s) will be paid a monthly rate

Skating Programs:

CanSkate and STARSkate

Application Deadline:

June 30, 2025

Contact Information

Please send your resume to:

Email: akasakafsc@gmail.com

If you have any questions, please contact Courtney Conroy, President, at the email address above.

www.akasakafsc.com