



## **CanSkate Coordinator – Calalta Figure Skating Club**

We're hiring! Calalta Figure Skating Club is seeking an enthusiastic CanSkate Coordinator to lead our flagship learn to skate program!

### **About Us**

Established in 1960, Calalta Figure Skating Club is Calgary's largest and longest-standing non-profit skating organization. Operating primarily out of Jimmie Condon Arena and Winsport, we offer a comprehensive range of programs—from Pre-CanSkate to international-level competitive training. Our mission is to provide an environment that encourages each skater to achieve their personal best, supported by a team of experienced coaches, including former national and Olympic-level athletes.

### **Requirements**

- **Skate Canada Coaching Credentials:** Must be a registered Skate Canada coach in good standing with a minimum of a CanSkate Coach Certification.
- **Experience:** Demonstrated experience in program administration and delivery of CanSkate programming.
- **Professionalism:** Adherence to Skate Canada's Code of Ethics and Calalta's policies, including maintaining a clear separation between club duties and any private coaching business

### **Responsibilities**

#### **Program Development & Administration**

- Implement Skate Canada's CanSkate programs, including Pre-CanSkate, Teen Learn to Skate, Adult Learn to Skate, and Parent & Tot.
- Collaborate with the General Manager to recruit coaches and schedule sessions in alignment with registration numbers and budget considerations.
- Manage weekly office hours to oversee staffing, program assistants (PAs), assessments, group allocations, and session planning.
- Encourage skater progression by identifying talent and facilitating transitions to advanced programs such as PowerSkate, STARSkate, and Competitive streams.
- Ensure timely distribution of report cards and maintenance of accurate records via Uplifter.

#### **Communication & Team Leadership**

- Conduct pre-season meetings with coaches and PAs to outline program objectives and expectations.
- Organize and lead PA training sessions, recruit and monitor PA participation and hours.
- Maintain regular communication with parents through emails and in-person discussions to address inquiries and provide program updates.



- Provide feedback on CanSkate-related content on the club's website and Uplifter platform.
- Develop and distribute newsletters, handbooks, brochures, and other information

### **Event Planning & Execution**

- Plan and execute monthly theme skates and annual events such as the CanSkate Elements event and year-end ice show.
- Coordinate event logistics, including photography, costume ordering, and volunteer recruitment.
- Choreograph routines and manage music selection for all CanSkate categories in performances.
- Assist with photo days, costume distribution, and ensure skater readiness for evaluations.
- Communicate event details to parents, including dates, costume requirements, ticket information, and FAQs.

### **Skills**

- **Leadership:** Ability to inspire and manage a team of coaches and program assistants effectively.
- **Organizational Skills:** Proficient in scheduling, record-keeping, and program planning.
- **Communication:** Excellent verbal and written communication skills for interactions with staff, skaters, and parents.
- **Technical Proficiency:** Familiarity with Uplifter or similar registration and evaluation platforms.
- **Creativity:** Innovative in developing engaging programs and events that enhance the skater experience.

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**Contract Details:** This is a renewable annual contract position. Compensation encompasses all duties outlined above.

**Application Process:** Interested candidates are invited to submit their resume and a cover letter detailing their qualifications and experience to [info@calalta.net](mailto:info@calalta.net).

### **Contact Information:**

Calalta Figure Skating Club  
502 Heritage Drive SW  
Calgary, AB T2V 2W2  
Phone: 403-245-2425  
Email: [info@calalta.net](mailto:info@calalta.net)  
Website: [www.calalta.net](http://www.calalta.net)

Posting closes Wednesday May 28, 2025.

Successful candidate must be able to work evenings and Saturdays.