

Oak Bay Figure Skating Club: Executive Director of Skating

Administrative Duties

The Executive Director must be a Skate Canada certified provincial (or higher) coach in good standing at all times.

Responsibilities and Duties

- Develop skating programs, curricula, and content including on and off ice instruction and ad hoc development (e.g. seminars), while participating in the delivery of these programs.
- Oversee and provide advice and assistance in the development of all the Club's skaters, ensuring equal access to resources and development opportunities.
- Set program schedules and fees for winter, spring and summer sessions.
- Book facilities and ice times as required, working with the Oak Bay Recreation Center ice coordinator. Review all invoices and booking confirmations. Liaise with all levels of the Oak Bay municipality.
- Manage a professional coaching staff (and contract workers from time to time). Arrange and lead regular coaching meetings. Perform ongoing performance management and annual reviews of coaching staff in collaboration with Board designate. Provide advice to coaches in the evaluation of their skaters.
- Liaise with the CanSkate Director and oversee the delivery of the CanSkate programs.
- Set club session coaching schedules. Review and prepare the employed coaches' biweekly timesheets/invoices, and contract staff's monthly timesheets/invoices.
- Support the Board of Directors negotiating coaches' contracts to ensure employment contracts are current.
- Ensure there is a Coach's Rep to represent the coaching staff as a voting member at the monthly Board of Directors meeting.
- Liaise with Skate Canada, BC/YT section and the Vancouver Island Region on all matters that could potentially impact the operation of the club.
- Adhere to all Skate Canada guidelines for ethical coaching behavior and best practices, including with respect to using positive discipline and supporting an inclusive sport for all, and uphold the OBFSC Coaching Policy and other policies of the Club.
- Ensure safety standards are always met and establish health protocols as needed (e.g. pandemic planning).
- Consistently provide proactive management of the club while being capable of providing reactive management when required.
- Other related duties as required.

Requirements:

Skate Canada Provincial Coaching Certification

Able to teach up to Gold level in all disciplines (skills, dance, free skate, artistic)

Passionate for all levels of skating (Canskate, Star Skate, and Podium Pathway and off ice)

Skate Canada Coach in Good Standing

Preferred:

Skate Canada National Coaching Certification

Prior Experience in a Director Role