

# Job Vacancy Announcement

## Upper Canada Skating Club Administrator

We are looking for a personable, organized and independent person to be our club administrator. This is a paid part-time position. Potential in-office work hours are Monday from 3:30 to 7:30 or 8:00 pm, Tuesday to Thursday from 4:30 to 7:30 or 8:00 pm, Saturdays from 8:30 am to 1:30 or 2:00 pm, plus additional hours working from home or outside the in-office work hours when necessary, for a total of approximately 25 hours/week.

### Responsibilities:

- Work closely with the club manager and coaches, providing general administrative support. Duties include but are not limited to: answering phone and in person inquiries, photocopying, preparing name tags and other materials, updating bulletin boards, helping out at club events, purchasing office and program supplies and other duties as required.
- Maintain organization and cleanliness of the office.
- Provide updates and report to the board of directors when requested.
- Comply with Skate Canada Privacy Policy.
- Keep all matters and information pertaining to the business of the Club confidential.

### Qualifications:

- Excellent communication and customer service skills
- Strong interpersonal skills with the ability to work closely with the coaches, board of directors, and club membership
- Detail-oriented with excellent organizational skills
- Ability to take initiative and work independently
- Knowledge and experience in the use of Uplifter software is an asset
- Knowledge and experience with Microsoft Office (required) and Google applications is an asset
- Familiarity with the sport of figure skating is an asset
- Familiarity with Skate Canada and Skate Ontario is an asset

Please send your CV to [uppercanadaskating@bellnet.ca](mailto:uppercanadaskating@bellnet.ca).

---

**About Us:** Upper Canada Skating Club is located in the Mitchell Field Arena on 89 Church Ave., North York. The club is located in the heart of Willowdale, approximately 30 mins from downtown Toronto, and is a short walk from either North York or Finch subway stations.

We offer a variety of programming for skaters of all ages, from PreCanSkate to CanSkate and StarSkate to a growing number of Teen/Adult Learn to Skaters, Adult Figure Skaters, and Recreational Figure Skaters.

Our programs run five days a week (Monday to Thursday and Saturday) in fall/winter and spring, with the possibility of summer skating as well.