



Job Title: *Skating Director*

Location: *Skate Oakville, Oakville, Ontario*

Reports To: *Executive Director*

About Skate Oakville:

Skate Oakville, Canada's largest skating club, proudly serves over 2800 members. We provide a high-quality skating experience for all levels, from beginners to competitive athletes. Our mission is to foster a supportive and inclusive environment where skaters can thrive and reach their full potential.

Position Overview:

As Skating Director, you'll be at the heart of Skate Oakville's success. This pivotal role combines strategic leadership, program development, and hands-on collaboration with our talented team of coaches, skaters, and staff. You'll oversee ice scheduling, elevate program delivery, and ensure our events and test days run seamlessly—all while fostering a positive, inclusive community where everyone can thrive.

Key Responsibilities:

Strategic Leadership:

- Assist Executive Director in achieving board related strategic deliverables
- Provide feedback on the long-term sustainability of our programs and support delivery of the target culture at Skate Oakville
- Ensure program financial alignment and ongoing management

Ice Schedules and Management:

- Manage ice schedules to ensure optimal ice time allocation for all programs.
- Coordinate ice schedule changes and communicate adjustments promptly.
- Develop and maintain program schedules and that meet the needs of all skaters, from beginners to competitive athletes.

Program Delivery:

- Innovate and maintain high-quality programming aligned with Skate Canada's Long-Term Development pathways.
- Collaborate with coaches to deliver exceptional programs that meet club and skater goals.
- Ensure program standards reflect Skate Oakville's commitment to excellence.
- Visibility and presence with coaches, skaters and parents across programs to build trust and affinity to enable a structured cycle of feedback to enable continuous improvement (requires time outside of standard office hours)

Coaching:

- Lead and support a dynamic coaching team, fostering inclusion, collaboration and positivity to support the structured development and progression of our skaters.
- Drive the culture of Skate Oakville by overseeing daily coaching operations and uphold club policies and standards.
- Create and manage on-ice and off-ice schedules for STAR and Competitive programs.

Test Days and Special Events:

- Oversee test days, ensuring compliance with Skate Canada guidelines.
- Plan and execute engaging events, including competitions, ice shows, and outreach activities.

Administrative Support:

- Assist office administrative staff during peak registration periods, providing support with member inquiries and registrations.
- Ensure clear and consistent communication with members, coaches, staff and parents through various channels and social media to support base operations and celebrate successes.

Qualifications:**Certification:**

- Must be Certified Skate Canada Provincial Coach (National Coach Preferred).
- *Experience:* Proven leadership experience in a similar role, preferably within a large skating club or organization.

Skills:

- Exceptional communication and interpersonal abilities.
- Strong organizational and time management skills.
- Proven ability to make sound, confident decisions that balance diverse needs and priorities.
- Collaborative mindset with a talent for teamwork.
- Proficiency in Microsoft 365 environment.

Attributes:

- A passion for skating and a drive to inspire others.
- Leadership skills that motivate and energize teams through effective communication.
- Detail-oriented with a commitment to continuous improvement to deliver excellence.

This salaried administrative role offers the chance to lead, innovate, and grow within a supportive and dynamic team, shaping the next generation of the club and its skaters.

How to Apply:

If you're ready to make a difference in the skating world, we'd love to hear from you. Please submit your resume and cover letter outlining your qualifications and experience to:

office@skateoakville.ca

Join Skate Oakville and be part of a dynamic team dedicated to nurturing and developing the next generation of skaters. We look forward to welcoming you to our community!