



The Ice Palace Figure Skating Club is seeking an enthusiastic, highly motivated professional to become our **CanSkate Coordinator**.

We are a well-established club operating out of the West Edmonton Mall and the Terwillegar Recreation Centre. We have approximately 1800 skaters from CanSkate to international level and typically offer 15 CanSkate sessions per week and 5 Junior Academy/JumpStart sessions per week. Information about our club is available at [www.icepalace.ca](http://www.icepalace.ca).

The CanSkate Coordinator is responsible for overseeing and managing all aspects of our CanSkate, Junior Academy, and JumpStart programs in accordance with Skate Canada delivery standards. This position requires approximately 8 hours per week of admin plus approximately 16 hours per week of on-ice coaching and supervision.

Due to the pandemic, this position would begin with less coaching hours as we work toward increasing our number of skaters and classes back to our previous level.

Position requirements:

- Skate Canada certified professional coach with current first aid and police check
- Excellent communication, customer service, and interpersonal skills to work closely with the Skating Director, Office Manager, coaching team, and club membership
- Excellent leadership skills, ability to take initiative, and strong team player
- Excellent organizational skills
- Computer proficiency
- Desire for further knowledge with continuing education
- Dedicated to the sport of figure skating

Start date is June 2020 or earlier. Remuneration is commensurate with qualifications. Please send resume to Ravi Walia at [rwalia@icepalace.ca](mailto:rwalia@icepalace.ca).