



Whistler Skating Club
P.O. Box 1412
Whistler, BC V0N 1B0
info@whistlerskatingclub.ca

Job Descriptions for 2010-11

Following you will find job descriptions for CanSkate Supervisor, Ice Show Director and Club Coaches.

Please send an email to info@whistlerskatingclub.ca detailing which positions you are interested in interviewing for.

When attending your interview, please bring your credentials, as the hiring committee will need to review all documentation.

In support of Skate Canada's CEP for Professional Coaches, coaches who have not completed (or yet begun) ISPC Coaching Courses (formerly NCCP level 2) are strongly encouraged to order their General Subjects Home Study Training Kit and enroll in technical training through the BC/YT Section office. It is very important that Club coaches remain current in their training and methodology in order to deliver the best possible programs at Whistler Skating Club.

All coaches applying for Club Coach positions should be familiar with the document CPC STARSkate Resource Material as this document will be the basis of skater, parent and coach on-going education at WSC.

Thank you for your interest in Whistler Skating Club. Once we complete the interview process, contracts will be prepared for each employee.

On behalf of the Hiring Committee,

Kerri Fletcher
WSC Vice-President & Coaches' Liaison



Club Coach

General Overview

- Report to and receive assignments from the Director of Skating.
- Along with the Board of Directors and coaching team, plan an events calendar that includes simulations, competitions, test days, special events and seminars.
- Attend regular coach meetings.
- Be available to coach group lessons Monday, Tuesday and Thursday.
- During ice show rehearsals, be available Wednesday, Friday and Sunday for additional group lessons.
- Along with the Scholarship/Awards Chair, President and coaches, decide on the award recipients in early April.
- Stay current and informed with the technical updates for STARSkate.

Daily Duties (*include, but is not limited to*)

- Be on the ice on time for the start of assigned skating sessions.
- Ensure all equipment is set up and put away for each program.
- Follow the arena rules at Meadow Park Sports Centre (MPSC).
- Ensure programs operate according to Skate Canada Program Delivery Standards.
- Ensure attendance is recorded for each session.
- Record promptly any on or off-ice injuries or conflicts with skaters, parents or MPSC staff in the *Incident Reports* binder.
- Make skaters, parents, program assistants and Board members aware of how and when you are available to communicate.

Working Relationship with the Coaching Team

- Meet regularly with the Director of Skating and coaching team to ensure successful delivery of programs according to Club and Skate Canada guidelines.
- Attend Friday morning coaches' meetings.

Special Events

- Along with the Coaching Team, Recreation Chair, Program Assistants and Board of Directors, plan the December 13 "Winter Exhibition & Club Skate with Santa".

Administration

- Monthly invoicing for private lessons is kindly requested.

Remuneration

• Minimum 2 hours per day. Rates below may be increased because of specialist certification, coaching, competition or professional experience. Coaches who have been recognized by Skate Canada through the CEP program may also receive a higher rate of pay.

Certification	Minimum Hourly Rate
CanSkate Instructor	\$20
Primary STARSkate (NCCP Level 1)	\$30
ISPC (NCCP Level 2)	\$40
NCCP Level 3	\$50

Benefits

• Coach's Skate Canada registration fees paid by Club

CLOSING DATE: July 30, 2010



CanSkate Supervisor

General Overview

- Plan and oversee the Learn-to-Skate Programs: Preschool CanSkate, CanSkate and Pre-CanPOWERSkate.
- Plan and oversee the CanSkate Program Assistant Program.

Daily Duties (*includes, but is not limited to*)

- Be on the ice on time for the start of assigned skating sessions.
- Ensure all equipment is set up and put away for each program.
- Follow the arena rules at Meadow Park Sports Centre (MPSC).
- Ensure programs operate according to Skate Canada Program Delivery Standards.
- Ensure attendance is recorded for each session.
- Record promptly any on or off-ice injuries or conflicts with skaters, parents or MPSC staff in the *Incident Reports* binder.
- Make skaters, parents, Program Assistants and Board members aware of how and when you are available to communicate.

CanSkate and Pre-CanPOWERSkate

- Work with the Director of Skating to ensure a smooth transition from CanSkate to Pre-CanPOWERSkate.
- Work with the Director of Skating to ensure a smooth transition from CanSkate to STARSkate 1.
- Make parents aware of necessary skating skills for each program.
- Work with the volunteer Recreation Coordinator to ensure delivery of the Skate Canada Badge Program.
- Provide the Director of Skating with an updated inventory of badges and a badge/supply order at the start of each session.
- Along with the Director of Skating, coaching team, Recreation Chair and Program Assistants, plan Bring-A-Friend and theme days.

CanSkate Program Assistant Program (PA Program)

- Plan and present the PA Program training sessions.
- Work with the Director of Skating to ensure delivery of the PA Program during CanSkate and Pre-CanPOWERSkate sessions.
- Plan the PA schedule for each session and record attendance.
- Work with the Club President or designate to plan the PA Rewards Program.
- Plan two (2) PA special events.

Working Relationship with the Coaching Team

- Meet regularly with the Director of Skating and coaching team to ensure successful delivery of programs according to Club and Skate Canada guidelines.

Working Relationship with the Board of Directors and Committee Chairs

- Prepare a brief monthly report to be given to the Director of Skating prior to Board meetings.
- Prepare an annual report in early May for the Annual General Meeting.
- Be a resource person for the Board of Directors, Committee Chairs and parents.

Special Events

- Along with the Coaching Team, Recreation Chair, Program Assistants and Board of Directors, plan the December 13 “Winter Exhibition & Club Skate with Santa”.

Remuneration

- \$250 per month for 9 months (calculated at \$12/hour, 5 hours/week).

CLOSING DATE: July 30, 2010



2011 Ice Show Director

General Overview

- Determine the theme.
- Provide a complete show layout including cast, props, costumes and music.
- Write the script for the show including: staging and lighting cues for the technical crew, script for master of ceremonies & narrator and backstage cues for coaching staff and stage hands.
- Provide edited music for all numbers.
- Work within budget guidelines.
- Communicate weekly with the Ice Show Coordinator.
- Attend committee or subcommittee meetings as necessary.
- Provide a list of expectations to skaters regarding behaviour, commitment and attendance no later than one week before rehearsals begin.
- Determine a rehearsal schedule for all group and solo numbers.
- Determine protocol for assigning solo and feature numbers.
- Select a master of ceremonies and/or narrator.
- Provide appropriate recommendations for hair, make-up and helmets.
- Work with the photo day(s) coordinator on schedule.
- Organize the dress rehearsal.
- Coordinate the finale.
- Oversee technical set-up and final sound & lighting check.
- Direct and attend all performances.
- Ensure safety of all skaters with consideration of costumes, props and sets.
- Submit a final report the WSC Board of Directors.

Remuneration

- \$3000 to be paid on pre-determined dates

Expenses

- Mileage paid for two (shopping) trips to the Lower Mainland
- Music Library budget TBD

CLOSING DATE: July 30, 2010