

CanSkate Coordinator(s)

Job Description:

Up to five positions are needed (3 Canskate Days; 2 Pre-Canskate Days). Attend sessions as able making yourself available for parents to come to you with questions or concerns, messages of “good news” etc., and keeping the Executive board informed.

The duties to be shared include:

- ~ Attend Parents Meeting along with the President, (Coach & Translator as available). Once in October and once in January on each day of Pre-Canskate/Canskate.
- ~ Liaison between Parents and Coaches and the Board
- ~ Attend monthly Executive General Meetings; provide a report
- ~ Forward any information to be posted on the website to the administrator as directed by coaches or the board
- ~ Monitor/Assist as participants go on the ice surface for their start time of their session at the entrance door of the ice (assist step down to ice surface – handoff to coaches, no parents on the ice (unless registered volunteer), overview for participants wearing helmets and mittens as they go on the ice).
- ~ Promote special events amongst parents/guardians
- ~ Sit on the committee for the Merit Event; assist with planning of the Merit Competition in conjunction with committee including the President, Coaching Manager, Test/Competition Chair)
- ~ Attend Merit Competition in role Registrar (working with other volunteers) checking off registered skaters as they arrive; direct skaters to dressing rooms etc)