

## **CanSkate Coordinator(s)**

### **Job Description:**

---

This person will have a working knowledge and ability to translate in the Chinese language as it reflects to our newcomers who do not have English as a second language. Other languages/dialects would be an asset.

---

The duties to be shared include:

- ~ Attend Parents Meeting along with the President, (Coach & Program representatives 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
- ~ Provide translated documents for e-mail distribution, site postings or lobby communication board as directed by the executive or coaches.
- ~ Post notices on specialty multimedia in languages other than English as directed by the Executive or Coaches
- ~ Promote special events amongst parents/guardians for newcomers without English as a second language during session times when available
- ~ Provide feedback to the executive on areas of improvement for communication with newcomers