



EMPLOYMENT OPPORTUNITY – PROGRAM MANAGER

PROGRAM MANAGER ROLE OVERVIEW:

Reporting to the Executive Director, the Program Manager will be responsible for overseeing Skate Oakville's core programs. The Program Manager will oversee the day-to-day operation and delivery of the CanSkate and STARSkate programs and will act in a supporting role to the Competitive and Synchro Program Directors. The Program Manager will also oversee skating initiatives and club events.

KEY RESPONSIBILITIES:

1. Review and assist in the development of appropriate program scheduling, including monitoring of associated ice and room rental contracts.
2. Complete necessary reports on progress of programs based on metrics and deliverables.
3. Oversee the maintenance and communication of all rules, regulations, policies, and procedures related to programs.
4. Liaise with Program Directors and conveners to ensure delivery standards are met.
5. Provide administrative and customer service support where needed.
6. Track skater retention and progress.
7. Establish and maintain positive working relationships with coaches, staff, and volunteers.
8. Internal communication through website, email, and social media to all key stakeholders.
9. Create and manage a robust social media presence and ensure the club website is updated on a regular basis.
10. Oversee inventory of program resources.
11. Work collaboratively with office staff and volunteer committees to plan and execute club events, including but not limited to, test days, Gala's, exhibitions, showcases, competitions, and ice shows.
12. Other duties as required by the Executive Director.

QUALIFICATIONS & EXPERIENCE REQUIRED

- Post-secondary diploma in a related field preferred.
- Familiarity and knowledge of Skate Canada programs.
- Ability to coach, guide, and handle difficult situations.
- Computer skills and proficiency with MS Office and all social media platforms.
- Experience and knowledge of the Uplifter registration program would be an asset.
- Excellent oral and written communication skills.
- Experience with project management and volunteers.
- Passion, idealism, integrity, positive attitude, and self-directed.

POSITION EXPECTATIONS AND COMPENSATION:

- Full time - 40 hours per week, occasional evenings and weekends may be required.
- Expected pay range \$45,000 to \$50,000 based on experience.
- 2 weeks of paid vacation.
- Start date: January 2023

If interested please submit application no later than January 6th, 2023, to:

office@skateoakville.ca