



Re: Job Description

Role: Seasonal (Sept- June) Part time Assistant Administrator – Forest Hill Figure Skating Club

Location: Larry Grossman Arena Toronto Ont. & Phil White Arena Toronto Ont.

Reports To: Skating Director

Rate: \$20.00/ hour

Assistant Admin Role Weekends (AAWE)

Sat. 7:00am – 3:00pm Larry Grossman Arena (8 hours)

Qualifications

Secondary School (Preferred)

Excel

Word

Outlook

Full Job Description

Forest Hill Figure Skating Club (FHFSC) is a non-profit organization that has a long history of developing and training, learn to skate, adults, figure and hockey skaters in the Toronto area. FHFSC is fully sanctioned by Skate Canada and has been serving our community since 1974. We provide top quality skating lessons to aspiring skaters of all ages and abilities at both the recreational and competitive levels. Our robust membership is growing and demands excellence in customer service and administration. An immediate opening for an assistant administrator will bring our levels of service up to our required standards.

Responsibilities:

Onsite administration of participant programming from registration to achievement documentation and all tasks required to do while offering excellence in customer service to our members.

- Handle skater grouping as registrations are received and verified – minimally weekly
- Adjust skater groupings to align with the max number of groups or coaches – minimally weekly
- Verify skater achievements and group changes
 - Print daily attendance skater list for each session at LG Arena
- Verify and confirm new registrations on daily basis and assign coaches as needed
- Print name tags at LG Arena
- Enter skater achievements, group changes advised by coaches etc. into the system at LG Arena
- Assist members with online self-registration
 - Respond to members phone calls while at LG Arena
- Handle in-person inquiries
- Provide administrative help to organize club events
- Liaise with arena staff on logistics to ensure floods are available at scheduled times
 - Advise Skate Director of office stationery needs and office supplies, including badges, and any skate required tools
- Keep in stock copied of report cards at all times
- Ensure all brochure boxes are full at all times at LG Arena

- Follow deadline dates for report cards, badging, and achievement submission as set out on Club Calendar
- Maintain group coach attendance document
- Maintain LG arena office area inside and out to ensure it is clean and orderly
- General administrative duties as delegated by Skating Director

COVID-19 considerations:

Must be fully vaccinated

Ability to clearly communicate in the English language both in print and speech

Education & Experience:

Secondary School (preferred)

Administrative or reception experience an asset

Retired individuals welcome

Retail customer service experience an asset

Expected start date: August 2022

Hiring 1 candidate for this role

Urgently hiring

Please send your resume to office@fhfsc.ca