



LAKE SUPERIOR FIGURE SKATING CLUB LOOKING TO:

CONTRACT SERVICES FOR OFFICE MANAGER - 10 hrs./month

SALARY: \$20.00/hr

REPORTS TO: LSFSC Board of Directors

Qualifications

Two years Office Administration Diploma from a Community College
Computer skills are essential (Publisher-Microsoft Office Suite)
Two years related secretarial experience preferred
Strong knowledge in figure skating is an asset
Good Communication Skills

Summary

Provide managerial duties as required by the Lake Superior Figure Skating Club Board of Directors
Exceptional interpersonal skills are essential
Ability to work efficiently from home in a time sensitive manner
Attend monthly Board meetings or other meetings as required
Must supply own office equipment and or programs needed
Maintain club confidentiality

Key Job Responsibilities:

Data/Word Processing/File Management

This position will work closely in conjunction with LSFSC Board Members as applicable
Check, edit and proofread a variety of documents for accuracy, completion
Set up and maintain a filing system for Board documents – Constitution, Policies and Board minutes

Telephone, Email/Online Inquiries - respond to telephone and email inquiries from the general public and or other social media outlets

Exercise judgment while channeling to appropriate Board members
Offer detailed information whenever possible to an inquiry

Organization

Prepare contracts for coaches in conjunction with Coach Liaison
Send out parent information letters to each skating program with guidelines including specific calendars pertaining to each program
Send out email correspondence to parents and coaches as requested
Respond to emails from skating families or direct email to the appropriate person for response
Assist registration Chair as needed
Create posters/flyers and brochures for different programs as requested
Design program for LSFSC Super Series Competition in January
Assist in organizing materials while tracking issues that will need to be addressed at a Board level.
Book venues for Board meetings, seminars and special events in conjunction with the LSFSC President

Data Management

Create and update database with the LSFSC Board of Directors
Track important deadlines with Skate Ontario and Skate Canada
Track LSFSC Strategic Plan and or other tasks as requested by the LSFSC Board of Directors

Only those candidates who are short listed will be contacted for an interview.

Applications, including references, will be accepted until 4:00 p.m. September 10, 2019 and should be forwarded to: Zahida Croskery President LSFSC - email zahcroskery@hotmail.com

The successful applicant will be required to complete a Criminal Background Check – Sign LSFSC Confidentiality document.