



## **Kitchener Waterloo Skating Club (KWSC) is seeking a Technical Director**

We are looking for an accomplished professional skating expert to take responsibility of all aspects of the development and management of on and off ice programs, and the coaching team within the Skating Club. Programs are offered in multiple facilities across the Kitchener-Waterloo area, seven days a week, twelve months a year. Programs are both recreational and competitive in many levels and disciplines.

### **Job Summary**

- Manage the athlete development pathway from toddler to Olympian;
- Demonstrate a "skater first" commitment in all club interactions and decisions;
- Responsible for development, planning, organizing and monitoring of all on and off ice figure skating programs to maximize the potential of all skaters
- Directly manage and be accountable for both employee and vendor coaches
- Provide input to KWSC strategic and budget planning process;
- To provide timely and professional response to skater/customer concerns;
- Provide assistance with special projects and events as required;
- Liaise with governing bodies, community partners where requested;
- Maintain current Skate Canada standards and practices and provide coach development.

### **Program Planning and Supervision**

- Plan, organize and oversee all KWSC skating programs;
- Actively participate in the promotion of skating at all levels and ensure a healthy pipeline of new participants;
- Plan additional skater development seminars/ judges/simulations/exhibitions etc.
- Work with Executive Director on special projects
- Develop the curriculum, oversee on ice instruction and meet with parents regularly
- Manage schedule and administration of test sessions ensuring the requirements of governing bodies are met
- Remain actively engaged with Skate Ontario and Skate Canada
- Assist volunteers in the execution of competition and special events

### **Manage Coaches and Staff**

- Recruit, orient and train, supervise, monitor and evaluate performance of coaches and staff (CanSkate Coordinator. Etc.)
- Ensure skater safety
- Host coaches meetings at least quarterly to inform and obtain feedback for best practices planning

### **Administrative Functions/Budget/Customer Service**

- Provide enrollment projections and specific program needs to support budget process



- Provide timely response to skater and parent concerns
- Ensure coaches receive up to date technical information on a regular basis
- Produce annual ice and off-ice schedules over three/four skating seasons
- Ensure workplace legislative and KWSC policy compliance

#### **Education/Experience /Qualifications**

- Strong background in all skating disciplines
- Post-Secondary education in Recreation, Sport Administration or equivalent skating experience
- Strong leadership, supervisory and interpersonal skills with a professional demeanor
- Proven track record of success in the development of skaters and skating programs at all levels
- Demonstrated ability to build and manage teams and foster a collaborative work environment
- Minimum level 3 coaching certification, current with Skate Canada's new Star 1 - Gold content
- Actively engaged with region, section, province and national bodies
- Experience originating from a singles background is an asset
- Technical Specialist background is desirable but not required

#### **Working Hours**

- 5 days/week, 40 hours/week, flexed for weekend work and more hours during peak times as the role requires
- On average 2-3 weekend days per month
- On site for special events (Ice Show, FreeSkate Festival, KWSC hosted competitions, etc.,)
- Weekday office hours are mostly evenings for coach and customer access

The Kitchener Waterloo Skating Club (KWSC) is located in the twin cities of Kitchener-Waterloo, Ontario, 100 Km (60 miles) west of Toronto. Our home facility is the *Carolyn Fedy Skating Centre*, in Waterloo at the RIM Park complex, which includes four Olympic size rinks, a mirrored hardwood studio space, an athletic centre, food concessions, and a skate shop. In existence since 1938, the KWSC organizes programs from pre- school to adults. We operate competitive programs that have sent Singles Skaters, Dance Pairs, Freeskate Pairs, and Synchronized Teams to compete in the Canadian Championships, as well as International Competitions. The KWSC is one of Canada's largest figure skating clubs.

**To apply please send your resume to [hire@kwsc.org](mailto:hire@kwsc.org) before noon on Wednesday June 29, 2022.**