

## **POSITION DESCRIPTION:**



## **PA / SAFETY COORDINATOR**

### **REVIEWED:**

### **1.0 PURPOSE**

The PA / Safety Coordinator is a key contributor to the day to day execution of the Canskate and StarSkate Programs. Supporting the coaching staff to ensure successful program delivery contributes to the success of the Club.

### **2.0 RESPONSIBILITIES**

#### **Music/Safety**

- Develop and manage the monthly schedule for music player/safety parent sign up for the StarSkate program
- Train and supervise parent volunteers to become familiar with music/safety parent obligations
- Inform executive of any problems or challenges
- Work with Volunteer Coordinator to manage volunteer commitments
- Ensure First Aid Kits are properly stocked
- Work with and Assist Coaches to manage the Injury reporting process as per the Safety Policy
- Maintain Safety Binder
- Assist executive in other committees

#### **Program Assistant**

- Organize on an off ice clinic with Canskate Coach for all Senior and Junior StarSkaters interested in Program Assisting
- Work with Canskate Coach to develop scheduling and maintain records for program assistants to keep track of volunteer time
- Organize monthly rewards for program assistants ie: pizza, subway, swim party, Christmas gift and year end reward
- Prepare recompense payments for parents
- Address any concerns or needs of program assistants
- Assists executive with other committees as needed
- Monitor club activities while at the arena

### **3.0 REQUIREMENTS**

- Good organizational skills, enthusiastic
- Ability to communicate effectively
- Access to a computer, internet and word processing programs such as Word and Excel

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- Proficient computer skills and access to photocopier and printer
- Ability to work with a team and independently
- Ability to fulfill deadlines
- Make good decisions based on the best interest of the Club as a whole

#### **4.0 TIME COMMITMENT**

- One year term of office; August 1 - July 31
- Estimated time;
  - Annual General Meeting, 2 hours per year
  - Monthly Board of Directors meetings, 20 hours per year / 8 meetings
  - Develop and maintain records, 2 hours per week, 40-50 hours per year
  - PA Training, scheduling and maintaining records, 20-30 hours per year
  - General correspondence, 10 hours per year

Approximate total yearly commitment, 100 hours per year