



April 16, 2018

Registrar Opportunity

The Springbank Figure Skating Club (SFSC) currently has an opening for an enthusiastic, highly organized, and detail-oriented individual to take on the role of Registrar on a part-time basis.

This position reports directly to SFSC Executive and is responsible for managing the Club's registration and ensuring SFSC meets standards set by Skate Canada.

Key Responsibilities:

- Schedule SFSC's ice times in Uplifter as directed by the Executive
- Input registrations for all SFSC programs (e.g. ice-times, subscriptions, dryland, etc.) in Uplifter
- Create and manage high/low test invoices in Uplifter as directed by Test Chair/Assistant Test Chair
- Monitor the enrollment and waitlist of all skaters to ensure that Club approved policies regarding eligibility in Junior, Intermediate or Senior sessions are met and advise Executive of anomalies
- Generate and send all other invoices and/or refunds in Uplifter as required
- Regularly review outstanding member balances and follow up in a timely manner to ensure collection
- Ensure a timely response to members' inquiries via email or in person relating to registration and drop ins
- Provide reports from Uplifter on enrollment levels at the beginning and end of each season and as requested throughout the year

Qualifications:

- Previous experience in an administrative capacity
- Proven communication skills, customer service and interpersonal skills
- Proficiency in MS Office suite and data entry. Knowledge of Uplifter and Skate Canada programming will be considered an asset
- Strong analytical skills and ability to enter data with a high degree of accuracy
- Demonstrated ability to maintain confidentiality
- Effective organizational skills with the capacity to take initiative and work independently
- Must be able to maintain a flexible work schedule as hours will vary throughout the season
- Bachelor's degree preferred, or completion of a recognized certificate in a related field

The position is part-time, and hours will vary throughout the season.

Salary to be negotiated.

Start date to be determined.

Interested candidates should e-mail a covering letter and resume to audrey.k.protopappas@gmail.com. Please quote SFSC Registrar Opportunity in the subject line.

Applications will be accepted until May 7, 2018. We appreciate all applications received; however, only those candidates selected for an interview will be contacted.