



Office Administrator (Part-Time)

Location: Saskatoon, SK

Hours: 20 hours per week

Wage: \$22.00–\$26.00 per hour, based on experience

Application Deadline: July 25th.

Skate Saskatoon is a non-profit, Skate Canada-sanctioned figure skating club dedicated to providing quality skating programs for all ages and abilities.

Our mission is to support skaters of all ages and abilities in realizing their skating goals by providing excellent coaching, programming, facilities, and leadership.

We are seeking a highly organized, customer-focused Office Administrator to support the daily operations of our club and help deliver an outstanding experience for our members, coaches, and volunteers.

Key Responsibilities

- Serve as a key point of contact for members, coaches, and the public.
- Respond to inquiries by email and provide timely, professional customer service.
- Support program registrations and assist members with registration systems.
- Maintain club records, forms, and administrative documents.
- Prepare refund requests for approval.
- Provide administrative support to and collaborate with the Board of Directors and Director of Skating.
- Prepare, update, and maintain contracts and other club documentation.
- Assist with grant applications and reporting requirements.
- Manage the club website.
- Prepare and distribute club communications, newsletters, and announcements.
- Maintain positive relationships with Skate Saskatchewan, the City of Saskatoon, and other partners.

Qualifications

- High school diploma.
- Experience in office administration and/or customer service.
- Excellent organizational, communication, and interpersonal skills.

- Strong attention to detail and the ability to manage multiple priorities.
- Proficiency with Microsoft Office (including Excel), Microsoft Teams, and online registration systems.
- Ability to work independently and collaboratively as part of a team.
- Experience with a sport organization or knowledge of figure skating is an asset but not required.

Working Conditions

- Up to 25 hours per week with a flexible schedule.
- Hybrid work opportunities may be available.
- Training and support will be provided.

How to Apply

Please submit your resume and a brief cover letter to president@skatesaskatoon.com by **July 25th, 2026**

We thank all applicants for their interest; however, only those selected for an interview will be contacted.