

Position Title: Learn to Skate Director – On Ice

Salary: Dependent on experience, skill, & training

Date:

Closing Date:

GENERAL SUMMARY

The purpose of this position is to implement, oversee and coordinate the Learn to Skate coaches and apprentices of the Greater Green Bay Figure Skating Club's Learn to Skate program.

REPORTING RELATIONSHIPS

Reports To: GGBFSC Board

Direct Reports: Learn to Skate Coaches and Apprentices

DUTIES AND RESPONSIBILITIES

- Strong working relationship with the GGBFSC board to build a Learn to Skate USA program.
 - Provide visionary leadership and supervisory skills.
 - Communicate frequently with the GGBFSC Board, including attending regularly scheduled meetings.
 - Keep up with the figure skating industry and revise the methodology for the best interests of the program.
- Proactively plan and schedule upcoming sessions to maximize all opportunities for program growth in conjunction with the Membership LTS Director
 - Hosting a minimum of 6 sessions annually
 - Contract ice through the GGBFSC Vice President
 - Developing programs such as Learn to Skate camps, special events, et cetera
- Organize classes based on level, age and skating ability
 - Must be in accordance with USFS recommended guidelines for coach to skater ration
- Prepare for class/program
 - Instructor clip boards including name of participants
 - On-ice diagrams for class/coach placement including entrance/exit for each class
 - Recruit on-ice coaches and/or volunteers, as needed
 - Coordinate substitute on-ice personnel as a result of scheduled and unscheduled absences
 - Coordinate and plan for optimal traffic flow patterns to minimize traffic congestion and delays in getting skaters on and off the ice
 - Answer all communication regarding LTS on-ice program content and coaching
- Oversee the management of coaches, including:
 - Hire, mentor, provide feedback and termination as necessary
 - Ensure all paperwork is completed and up-to-date including applications, Learn to Skate USA coach registration, GGBFSC membership, USFS background checks, SafeSport compliancy and all payroll information
 - Make sure all coaches follow all GGBFSC Learn to Skate policies and procedures, including dress code.
- Track and submit coaches' payroll to the GGBFSC Treasurer
- Training
 - Train all new on-ice staff with respect to on-ice program delivery and curriculum
 - Assist in organizing training sessions for coaches

- Provide appropriate number/level of test session forms
- Assist in hiring LTS coaches/apprentices
- Provide up-to-date reporting on program and performance
 - Monthly reports to GGBFSC Board, including but not limited to the budget, number of coaches/apprentices and any parent comments/concerns
 - Provide annual report for Annual GGBFSC Meeting
- Attend all Learn to Skate sessions, unless absence approved by the GGBFSC Executive Board
- All other duties as assigned

MINIMUM QUALIFICATIONS – EDUCATION

- High School Diploma or general education degree and a minimum of 2 – 4 years coaching or on-the-job experience related to coordinating programs or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.

MINIMUM QUALIFICATION – KNOWLEDGE, SKILLS AND ABILITIES

- Basic knowledge of the Learn to Skate USA program.
- Basic knowledge of computers including, but not limited to, Word and Excel.
- Flexibility in adjusting to seen and unforeseen changes including ice schedules and coach availability.
- Demonstrates a willingness to take initiative.
- Works independently with little supervision.
- Be reliable, responsible and dependable in fulfilling obligations.
- Possess a high level of integrity.
- Excellent verbal and written communication skills. Able to effectively communicate and present information and respond to Parents/Guardians, Volunteers, Coaches and GGBFSC Board.
- Establish and maintain effective working relationships.
- Ability to analyze and interpret data. Ability to prepare reports, general correspondence and list.
- Ability to organize, plan and prioritize work.
- Utilize problem solving skills and analytical thinking.
- Ability to work under pressure, time constraints and deadlines.
- Understand and practice safe work habits.

LICENSING/CERTIFICATION AND OTHER REQUIREMENTS

- USFSA Member
- Safesport Compliant
- PSA Member
- Learn to Skate USA Membership

WORKING HOURS