

Yankton Area Ice Association

Job Description

Job Title: Figure Skating Competition Coordinator
Reports to: Figure Skater Coordinator
Revised Date: 4/10/2016

Essential Duties and Responsibilities

- Oversees and coordinates all aspects of the Yankton Miracle Competition including event schedules, scoring, judges, referees, concessions, decorations, volunteers, awards, participation gifts, submission of forms to ISI, etc.
- Coordinates all other competitions in which the Yankton Figure Skaters participate including collecting and submitting all registration forms and fees, reserving hotel blocks, communicating with competitors, etc.
- Ensures that all judging hours are covered for Yankton Miracle competition and that Yankton coaches provide appropriate judging times for other district competitions.
- Provides information to FS Marketing Coordinator for promoting and recognizing competitions.
- Works with FS Coordinator to ensure that all information is posted on the website and sent to parents and coaches as needed.

Skills and Abilities

- Communication
- Excellent organizational skills
- People skills
- Ability to accept criticism

Computer Skills

- Microsoft Office Programs (Excel, Word, Outlook) or similar; basic PC skills
- Edge Software Program

Work Environment

- Use home office/computer
- Be available for Team Parents, Volunteers and Coaches

