

Yankton Area Ice Association

Job Description

Job Title: Figure Skating Coaching and Scheduling Coordinator
Reports to: Figure Skater Coordinator
Revised Date: 4/10/2016

Essential Duties and Responsibilities

- Works as a liaison between and for the coaches
- Meets with the coaches and FS Coordinator on a regular basis
- Works with FS Coordinator and FS Competition Manager to ensure that coaches have completed appropriate credentials and certifications.
- Ensures that each group lesson has a coach scheduled
- Works with Performance Manager and ensures that each coach is assigned particular groups to choreograph for the performance
- Collects and submits time cards from coaches and provides these to the Figure Skating Coordinator to ensure they are paid
- Works with coaches for any disciplinary actions needed.
- Ensures that FS practice times have an ISI parent or coach scheduled to be at the rink.
- Works with the YAIA scheduler to ensure that all Figure Skating ice time is on the main calendar.
- Assists the YAIA scheduler and volunteer coordinator to ensure Zamboni drivers are scheduled after the Figure Skaters have used the ice.

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

Work Environment

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