

Yankton Area Ice Association

Job Description

Job Title: Figure Skating Performance Coordinator
Reports to: Figure Skater Coordinator
Revised Date: 4/10/2017
Dib Credits: 35 dib credits* (see below)

Essential Duties and Responsibilities

- Oversees all aspects of end of season and holiday performances with the assistance of the FS Coordinator and Costume & Decorations Coordinator.
- Coordinates fundraising and performances with help from FS Fundraising Coordinator.
- Coordinates promotions with the help from the FS Marketing Coordinator.
- Coordinates practices, dress rehearsals, event schedules and programs with YAIA FS Coordinator, FS Coaching & Scheduling Coordinator and with the YAIA Figure Skating coaches.
- Coordinates and ensures that there are volunteers for pictures, dressing areas, music, announcers, rink monitors, ticket sales, programs, back-stage parents, refreshments, Zamboni, ticket sales, videos, flowers, cleanup & setup.
- Oversees that the programs for the performances are reviewed, proofed and completed prior to dress rehearsal.
- Coordinates skaters during rehearsals and performances.
- Coordinates donations for admission into for holiday performance (i.e. Food Pantry, Toys for kids) and distributes donation to appropriate venues after performance.
- Works with FS Coordinator to ensure that all information is sent to parents and coaches as needed.
- Must attend all performances, dress rehearsals, and picture nights.
- Is expected to assist in set-up and clean-up of all performances.
- *No additional dibs will be granted above the 35 credits for volunteer requirements for performances; if additional dib credits are needed to fulfill dib requirements, those must be completed in other areas not within the performance (i.e. concessions, cleaning, rink setup or tear down, etc.).

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 FS Parents, Coaches and Volunteers