

Yankton Area Ice Association - Job Description

Job Title: Figure Skating Equipment Manager
Reports to: Figure Skater Coordinator
Revised Date: 4/1/2016

Essential Duties and Responsibilities

- Assists FS Coordinator prior to the beginning of the season to determine what equipment needs to be purchased or replaced.
- Checks in and out equipment rentals including skates, pads, leotards, etc.
- Maintains accurate records, rental agreements and appropriate funds for such.
- Order leotards and tights as needed.
- Order promotional items and ensure that the items are distributed to skaters/parents.
- Collects funds and maintains records for equipment, apparel and promotional items. Provides records to the FS Coordinator.
- Works with Performance manager and Costume Coordinator to acquire costumes, props or needed attire for performances.
- Collects rental equipment and follows up with Parents to ensure that all equipment is returned in a timely manner at the end of the season.
- Takes rental skates or new skates to Ace Hardware to be sharpened and then stores them in an orderly fashion.
- Works with FS Coordinator to ensure that all information is sent to parents and coaches as needed regarding equipment and promotions items..

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 Parents