

Yankton Area Ice Association

Job Description

Job Title: Figure Skating Registrar
Reports to: Figure Skater Coordinator
Revision Date: 4/10/2016

Essential Duties and Responsibilities

- Ensures that all registration information, consent forms, medical releases and sports physicals are completed and retains copies of such.
- Ensures that all funds are collected for skaters registered in the YAIA Figure Skating program.
- Registers all Figure Skaters with ISI including Learn to Skate hockey and figure skaters.
- Registers and completes all appropriate paperwork for YAIA with ISI.
- Works with coaches to ensure that all skaters have current test levels documented.
- Generates certificates and badges for skaters as they pass levels.
- Generates Open Skate punch cards for Learn-to-Skaters.
- Works with FS Coordinator to ensure that all information is 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

Work Environment

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