

Yankton Area Ice Association Job Description

Job Title: Figure Skating Costume & Decorations Coordinator
Reports to: Figure Skating Coordinator
Revised Date: 4/10/2016

Essential Duties and Responsibilities

- Coordinates costume measurements, fittings, props, payments and decorations for end of season performance, holiday performance, Yankton Winter Miracle competition and other special events.
- Acquires costumes, props and decorations as needed for these events within a specified budget.
- Works with Performance Coordinator & with the coaches to determine appropriate costumes and decorations.
- Coordinate volunteers to assist with costumes and decorations.
- Works with FS Coordinator to ensure that all information is sent to parents and coaches as needed regarding performance costumes and decorations.

Skills and Abilities

- Communication
- Excellent organizational skills
- People skills
- Ability to accept criticism
- Ability to sew is beneficial
- Crafty.

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
- Must be available at performance(s) and dress rehearsals