

SUMMER PROGRAMS COORDINATOR

The Summer Programs Coordinator is a paid position that requires a dedicated, organized and positive personality with the ability to multi-task while still communicating effectively with those around them.

Primary Job Responsibilities include but are not limited to:

- Coordinate Summer Ice schedule with Summer Ice Coordinator
- Setup of class schedule
- Setup types of classes to be offered
- Hiring of coaches and assistants
- Ensure all coaches (member & non-member) are in compliance with CERS, Safesport, background check, etc.
- Ensure all skaters and coaches have renewed USFS (LTS) & BBFSC memberships
- Coordinate online registration process with webmaster
- Promotion/Advertising of the programs (Summer Activities Guide w/Park District, Flyers for Ice Show, etc)
- Maintain cost controls and report to the club treasurer and board of directors via monthly updates at board meetings.
- Ensure coaches and assistants are in attendance for classes

Requirements:

- The coordinator must be available to be at the rink some Monday - Thursday mornings between June 1 and August 31st.
- Uphold all BBFSC Policies and Procedures
- Maintain a safe skating environment for all skaters/participants

Compensation: TBD

As this is a paid position, you will be required to provide proof of eligibility to work in the United States. (Driver's License/Passport and Social Security Card)