

NORTH ATLANTIC FIGURE SKATING CLUB

Skating Coordinator Job Description

The North Atlantic Figure Skating Club (NAFSC) Skating Coordinator assumes responsibility for overseeing and managing coaches and the junior coaching program. S/he works with the NAFSC Program Coordinator and ice monitors to maintain the day-to-day on-ice management. This position reports directly to the NAFSC Board of Directors (BOD) and works symbiotically with the Program Coordinator. The Skating Coordinator encourages athlete development and success and works proactively to manage relationships between coaches, skaters, and skating families. The Skating Coordinator works in conjunction with the NAFSC BOD, Program Coordinator, committee chairs, and/or coaches on details pertaining to participation in NAFSC events, LTS classes and summer camp, specialized workshops and classes, ice schedules, and any outside skating opportunities. S/he works with other coaches and administrators to gauge and nurture future programs, including synchronized skating, theatre-on-ice, adult programs, etc. The Skating Coordinator works in conjunction with the BOD and Program Coordinator on all safety issues and protocols, must maintain SafeSport compliance, and facilitates the safety of all coaches and skaters on the ice. The Skating Coordinator is subject to annual review by the NAFSC BOD.

Duties:

- Administer the on-ice and coaching aspects of the LTS program
- Provide leadership to coaches and skaters on-ice (or designate an appointee if unavailable)
- Work in conjunction with Program Coordinator on coaching aspects of club programs
- Direct regular staff meetings with NAFSC coaches, acting as a liaison between BOD and coaches
- Coordinate with the Program Coordinator and Ice Show Chair(s) to run annual ice show
- Coordinate and train instructional staff
- Attend monthly board meetings and/or present reports to the BOD as needed
- Represent NAFSC externally as needed
- Facilitate skater progression from the LTS program to Club Membership
- Implement and manage a clear evaluation process for all coaches
- Maintain active membership with USFSA, PSA, and home club membership with NAFSC
- All other duties as assigned

Desired qualifications:

- Extensive skating background and understanding of USFSA programs
- Strong interpersonal and leadership skills
- The ability to cultivate working relationships with coaches
- Competitive Skating background with choreography background

The North Atlantic Figure Skating Club (NAFSC) is a non-profit figure skating club which provides opportunities, community, and support for skaters to achieve their figure skating goals. The club operates on the principle that skaters of all ages, levels, and disciplines have the opportunity for success and growth in a safe, fun, and committed environment. As a full member club of U.S. Figure Skating, we strive to provide programs and encourage participation across all disciplines, from recreational to competitive, which allow our skaters to practice, improve, and present their skills and achievements through a variety of skating opportunities.