

Outline of Skating Director Responsibilities

Learn-To-Skate

Develop Program Based on USFS Basic Skills Program - Set Schedule, Class Offerings, Etc.
Develop All Marketing Materials/Brochures
Maintain Data Base of Names
Collect and Log All Payments and Registrations
Parent Communications - return all phone calls to rink and to LSA phone
Oversee Advertising and Press and Act as Spokesperson
Organize Classes
Recruit and Assign Coaching Staff and Jr. Instructors
Track and Check Coach Invoices - Reconcile and Summarize for Treasurer
Register and Track Membership with US Figure Skating
Develop Youth Group/Scout Programming
Develop and Manage Summer Recreational Camp

Jr. Academy

Develop Program Based on USFS Program
Organize Classes and Set Curriculum
Assign Instructors
Oversee Parent Communications and Parent Meetings
Log Payments and Registrations
Track and Check Coach Invoices

Competitive Program

Develop Annual Schedule and Related Financial Plan
Develop On Ice and Off Ice Classes to Meet Skater Needs
Determine Levels of Skaters for Sessions and Classes
Assign Instructors - Both Skating and Off Ice
Help Prepare Seasonal Contracts
Help Educate Coaches and Skaters about Programs
Track and Check Coach Invoices
Organize Clinics - Visiting Coaches
Organize and Manage Summer Training Camp
Help Design Test Schedule and Competition Schedule

Synchronized Skating Program

Develop Team Structure
Assign Coaches, Recruit Skaters, Etc.
Write all Try-out Applications, Contracts and Travel Waiver Documents
Decide on Competitions
Coach and Manage Youth Team
Oversee Synchro Sensation

Professional Development / Coaching Staff

Check Resume, References, Background of new Hires
Set Pay Scale for Classes and Assign All Classes
Encourage Professional Advancement with PSA
Help Develop LSA Policies for Coaches and Communicate with Coaching Staff
Confirm Requirements such as Coach Registration, CERs
Confirm Liability Insurance
Develop and Manage Junior Instructor Track
Handle Ethics/Grievance Issues
Work to Maintain PSA Excellence on Ice Recognition
Oversee All Visiting Instructors and Out of Town Instructors - Communicate Policies, Collect Punch Card Money

Board and Club Related

Sit in on All Board Meetings

Conduct All Price Negotiations with Rink, Communicate Ice Needs

Maintain Relationship with USFS, PSA and Rink Management

Oversee Budget Related to Programming

Sit on Contract Committee

Oversee Website

Send Monthly Reports to Board and Membership

Act as Delegate at Governing Council

Help with Parent Meetings, Junior Board Activities, Club Social Programming

Help with Newsletter Content and Editing

Attend Annual Banquet and Annual Meeting - Spokesperson if needed

Volunteer Jobs Currently Held

Competition Chair

National Skating Week Chair

Synchro Sensation Chair

Masters Synchro Team - Manager

Nutcracker - Log all registrations for Artistic Director

Help Membership Chair and Board with Membership Documents

Help to Set Up and Oversee Credit Card Processing - Reconcile Monthly Statements