



Job Opening: Skating Director

Salary Range: \$1,100 - \$1,250 / month (DOE)

Part- Time Position (5 – 15 hrs/week depending on needs and time of year)

Contract: June 1, 2022 thru June 1, 2023

Position Closing Date: April 2, 2022

Apply: Email cover letter & resume to president@borderblades.org

Job Purpose

Border Blades FSC is looking to add a professional, enthusiastic, and positive-minded skating director to our organization. This position will be responsible for administering, managing and developing all aspects of the club's skating programs, using a thorough understanding of USFS and Learn to Skate programming. Must also possess excellent organizational, and communication skills to establish positive relationships with all staff, skaters, and skater's families.

This is a new position for Border Blades. The club and the person selected for the position have an opportunity to grow the position to best meet the changing needs of the club. Therefore, job duties and club needs may be reviewed with the Skating Director at board meetings. Job duties and compensation may be amended during the first year of the contract if all parties agree to the changes.

Minimum Qualifications

- 5 years of experience as USFS Coach
- USFS Compliant
- Completion of SafeSport Training
- Verification of Liability Insurance per USFS requirements

Summary of Work

Ice & Programs Coordinator

- Coordinate Fall/Winter/Spring/Summer Programs (Private Ice, BBFSC Academy (LTS), Aspire, Edge)
- Coordinate with Grand Forks Park District to schedule ice time for all programs and serve as club representative for the Grand Forks Park District
- Submit programs budget to board of directors on an annual basis
- Provide budget updates to board of directors throughout the year
- Recommend private ice and program fees to board of directors
- Work with Webmaster to update information, registrations, and calendar items on the club website;

- Prepare ads for Grand Forks Park District Programs Guide throughout the year;
- Prepare marketing materials such as brochures for summer programs to be distributed at annual spring ice show;
- Attend any scheduled parent meetings to answer program questions;
- Answer program questions on a timely basis that come through to the email address assigned to the BBFSC Skating Director and on the BBFSC Facebook page.
- Communicate schedule changes throughout the year, including last minute changes due to inclement weather;
- Remain current on USFS rule changes
- Verify all skater memberships (club, USFSA/LTS) are current and skaters are in compliance;
- Develop proposals to grow the club's programs, offerings, and members

Coach Coordinator

- Private Ice Coaches:
 - Advertise for new private ice coaching positions when they become open;
 - Participate in interviews for private ice coaching positions;
 - Verify existing private ice coaches are USFS compliant, including out of club coaches during summer ice
 - Verify current private ice coaches are insured
 - Communicate club information to coaches
 - Represent coaches at board of director meetings
- Program Coaches
 - Prepare coaches contracts for the various programs that BBFSC offers throughout the year (LTS, Aspire, Edge)
 - Supervise all program coaches throughout the year

Other Duties

- Testing
 - Schedule ice time
 - Secure dance partner and judges for test session
- Holiday Classic
 - Schedule ice time at Purpur Arena
 - Send out save the date emails to surrounding clubs
 - Work with a coach and BBFSCS Vice President to prepare competition announcement & submit for sanctioning
 - Submit grant request to CVB to sponsor event
 - Point of Contact with CVB to request skater swag, volunteer badges, banner, etc

- Work with Grand Forks Park District on: Reserving 1st Seasons room at Purpur Arena, concession stand, and coordinate ice makes for event
 - Review and confirm all participating coaches are USFS compliant prior to event
- Holiday Exhibition
 - Schedule ice time
- Spring Ice Show
 - Schedule Ice Time
 - Develop Theme
 - Communicate with coaches to coordinate coaching for group numbers
 - Assign skaters to groups by level according to guidelines
 - Assign solo spots according to guidelines
 - Set practice schedule
- Board of Director Meetings
 - Attend Board of director meetings held on the 2nd Monday of every month.