

# *Columbus Figure Skating Club*

## **Position Description for Basic Skills Coordinator**

Our next Basic Skills Administrator will be:

- Well organized, with a careful attention to detail;
- Familiar with the basics of figure skating, but you need not be a skater yourself;
- An excellent communicator. You should enjoy diplomatically communicating and interfacing with new-to-the-sport skaters and parents, more seasoned skaters, coaches, and CFSC Board of Directors;
- Willing to field phone calls and email inquiries from prospective skaters, as well as from those enrolled in the program; and
- The liaison to CFSC Board of Directors for the Basic Skills program. In other words, keep the Board informed of updates from USFS specific to Basic Skills.

### **Time Commitment**

- Prior to start of each series of lessons – You should allocate about 5-8 hours for public relations, registering skaters, building classes, and creating class attendance/roster sheets for coaches. Please work with PR Chair and Bob Ouellette, to promote the program throughout the community, and with CFSC Ice Chair, to coordinate the ice schedule.
- The Administrator must be available for group lessons, typically Sundays 11:30 AM - 2:00 PM. This includes set up time of at least ½ hour before lessons start and approximately another ½ hour at the end to pack up.
- For the start of the program, you'll likely spend 1-2 hours per week registering skaters with USFS and general class preparation, such as name tags, USFS materials distribution, build and maintain class rosters, and preparing evaluation sheets for final class.

## **Other Miscellaneous Responsibilities**

- Select coaches and maintain coach attendance and payroll roster.
- Process coaches' payroll in an accurate and timely fashion.
- Solicit junior member volunteers for practice time and as instructional assistants.
- Facilitate and promote, with assistance from PR Chair, National Skating Month Open House, as well as any additional Open House events deemed necessary and appropriate by the CFSC Board.
- Work closely with the CFSC Board of Directors to assist with a spring Ice Show or Basic Skills recital.

*Please note: a small stipend is offered and will be discussed with individual applicants. The next session will begin Fall 2013, so you have plenty of time to learn and plan.*

**Interested?**  
Please contact Tricia Privette  
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