

JOB DESCRIPTION**JOB TITLE: Learn To Skate Coordinator**

Job Location: Utah Olympic Oval
Reports to: Sport Program Sr Manager
Function Area: Sport Programs

Position Code: 181
Pay Grade: 5
Type: Full Time

Job Title: Learn To Skate Coordinator***Position Purpose***

Under direction of the Sport Programs Senior Manager, develop and implement professional, effective, and fun skating programs with an emphasis on programs growth and retention.

Major Tasks/Responsibilities: Learn to Skate Program

- Develop and implement effective programs department policies and procedures
- Assist sport programs manager in developing short and long term goals and plans
- Manage and meet annual department budget
- Provide training for employees and coaches
- Monitor safety and implement safety rules/procedures for all sessions
- Provide leadership through effective goal setting, delegation, and communication
- Monitor and approve time cards
- Conduct regular staff meetings to ensure that personnel are well informed in policies and procedures and to discuss areas needing improvement
- Conduct performance appraisals and implement corrective action when necessary
- Supervise, schedule, and train employees
- Maintain information and update display cases
- Learn to Skate program must run in accordance to USFS guidelines
- Schedule Learn to Session dates
- Develop and implement customer evaluations/surveys
- Registration forms available in timely manner
- Responsible for effective administration of department functions
- Maintain accurate department and equipment records
- Maintain adequate supplies, tools, and equipment for safe and successful program function
- Track relevant data for the program i.e. coaching hours, attendance numbers, retention rates etc...
- Work with marketing manager for program information distribution
- Work on Special projects/assignments as needed

Major Tasks/Responsibilities: Community and Education Programs

- Responsible for all aspects of Scout groups & Family Public Skate Pass Lesson (i.e. management, training, staffing, scheduling)
- Responsible for all aspects of Youth/Education programs (i.e. development, management, training, staffing, scheduling)
- Responsible for all aspects of Entheos & Beehive School programs (i.e. development, management, training, staffing, scheduling)
- Collaborate services with Utah Olympic Oval staff/management

Major Tasks/Responsibilities: Figure Skating Programs

- Work with Scheduler to schedule freestyle sessions
- Manage, grow and enhance the Bridge Program
- Work with the Oval Figure Skating Club as rink liaison

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Job Title: Learn To Skate Coordinator**Major Tasks/Responsibilities: World Cup/Events**

- Participate in organizing committee meetings
- Take responsibility for areas assigned
- Schedule employees/volunteers for events
- Must be available for events outside regular schedule

Required Knowledge/Skills/Abilities:

- Graduation from an accredited four year college university with a degree in sports recreation or other closely related field – or a combination of education and/or relevant experience totaling four years.
- Computer proficient (scheduling Centaman software preferred)
- Proven organizational skills
- Detail oriented
- Experience successfully managing internal and external relationships
- Self-starter attitude. Ability to work with little supervision once general direction has been given
- Ability to manage multiple tasks effectively and efficiently
- Must be able to consistently meet deadlines and demonstrate accuracy and thoroughness
- Ice arena knowledge preferable
- Excellent communication and interpersonal abilities
- Ability to function as a team player
- Strong planning and problem-solving skills

Physical Requirements

- Must occasionally lift or move up to 20 pounds
- Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus
- Hearing – to converse with others in a normal conversation
- While performing the duties of this job, the employee is regularly required to sit or stand, walk, use repetitive wrist movements, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or twist

Other

- Flexible work schedule must be able to work evenings, weekends, and some holidays.

Required In-House Training

- UAF Orientation
- Sexual Harassment
- Drug & Alcohol
- Hazardous Communications Program
- First Aid/CPR/Safety training

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of the job description at any time without prior notice.