



About Figure Skating in Detroit

Figure Skating in Detroit is a nonprofit community-based organization providing educational, cultural, and athletic opportunities for girls in Detroit through the unique discipline and art of figure skating. FSD provides ice skating and educational program designed to build teamwork, leadership, confidence and academic achievement.

JOB DESCRIPTION: Director of Skating

As head of the skating department and I Can Excel Coaching Team, the Director of Skating will help our students to achieve their short- and long-term goals. In this part-time position, the Director of Skating will hire, train, and supervise all on-ice skating instructors and off-ice fitness instructors to ensure the skating department fulfill its objectives including managing the safety and well- being of each participant. The Director of Skating will also on-board and supervise all on ice volunteers.

Location

Figure Skating in Detroit's home rink is the Jack Adams Memorial Rink used during the I Can Excel After School Program year (October-May) located inside of Adams-Butzel Complex in Detroit. Our partner rink, The Detroit Skating Club in Bloomfield Township, is also utilized for special teams practices during the program year.

DUTIES:

- Plan, organize and implement all on-ice instructional activities, ensuring that all students learn basic skating skills and make progress toward their goals throughout the year; quantify these results through periodic testing using the USFS standards
- Recruit, hire, schedule, train, and manage on-ice instructional staff to ensure quality skating instruction that is in alignment with the USFS standards and the FSD philosophy
- Manage, maintain and approve on-ice instructional staff hours entered in the Vfficient system on a weekly basis
- Assign on-ice instructional staff to their appropriate skating groups (10:1) based on age and skill levels; observe and evaluate teaching effectiveness including class management and skating technique
- Provide support for on-ice instructional staff via whole team monthly meetings and individual check-ins as needed
- Organize ice time so that students receive sufficient group instruction and are given individual attention, making students aware of their short-term goals and their ability to learn independently
- Manage inventory of all skating equipment and skate fittings; manage uniforms and clothing orders
- Manage and maintain skating test records, group rosters and equipment database
- Plan and implement the annual ice show production, including costumes, music, and theme; oversee all choreography with an emphasis on proper layout, artistry, flow, speed and edge quality.
- Plan the student exhibitions for the Winter Skating Party, showing a range of skill sets those students are working on with a nod to the ice show theme



- Oversee student participation in any other special performances and new opportunities, ensuring the highest level of representation
- Maintain student records, take daily attendance, and ensure timely entry into organizational database
- Work with Program Director and leadership to develop new skating opportunities and overall program strategies and or systems
- Participate in the recruitment of students for FSD programming and opportunities
- Write and submit narrative reports including outcomes, student progress, program assessments and program plans as well as preparing end of season staff evaluations and end of season outcomes for national leadership and data for grants as needed
- Communicate on a consistent basis with parents regarding student behavior and skill progress, all on ice events/shows, periodic scheduled viewing of practices and the parent role associated with those events, based on FSD expectations
- Perform other duties as assigned

Events Responsibilities

- Plan and implement the annual ice show production, including costumes (measurements), music, and theme; oversee all choreography with an emphasis on proper layout, artistry, flow, speed and edge quality.
- Plan the student exhibitions for the Winter Skating Party, showing a range of skill sets that students are working on with a nod to the ice show theme
- Oversee student participation in special performances (tree lightings), performance and synchro teams and any other new opportunities, ensuring the highest level of representation
- Assist the program team with the production of all program events

Expectations

- Uphold FSD Values and youth development principles
- Commitment to professional development
- Actively participate in creating a positive work environment
- Build relationships with FSD team; work collaboratively; be a team player

QUALIFICATIONS:

- Bachelor's Degree, Teaching certificate or experience with students in education setting
- 3-5 years' experience working with 1-12th grade students.
- Experience with Excel and data entry



- Attention to detail, superb organizational skills
- Excellent written and oral communication skills
- USFS Coach Core certification required
- USFS Coach Compliant
 - Code of Ethics & Standards of Professionalism
 - Background Check
 - Membership
 - Liability Insurance
 - SafeSport™ Training
 - Waivers and Release
 - Medical Consent
 - Name and Likeness Release
 - Coach I.C.E.
- Passion for youth development and education
- High energy, positive attitude, flexible
- Demonstrates record of personal initiative and results focus
- DOE fingerprint preferred

Days: Tuesday and Thursday 4-7pm (Jack Adams Memorial Rink), Saturday Afternoon time TBD (Detroit Skating Club)

Hourly rate: \$25-30 an hour based on experience

Please send your resume and cover letter to: lward@figureskatingindetroit.org

Figure Skating in Detroit is an equal opportunity employer and values the diversity of its staff. We encourage all qualified applicants to apply.