Please submit Resume and Cover Letter with salary expectations to: Opportunities@ClevelandIceStorm.com

The Cleveland Ice Storm Skating Club (CISSC) is in search for a Program Director for its Synchronized Skating Program. The current program consists of 8 teams from Aspire 1 through Intermediate and over 90 skaters. CISSC skates out of the North Olmsted Recreation Center in North Olmsted, OH.

Thie chief responsibility of this position is the management and development of the Cleveland Ice Storm Skating Club Synchronized Skating Program with a goal of increasing team placements and scores at competitions.

This is a part-time contractor position.

RESPONSIBILITIES:

* Direct Cleveland Ice Storm Synchronized Skating Program including the administration and organization of the skating program, complying with all US Figure Skating and ISU rules & regulations, as well as any applicable competition rules
* Responsible for planning athlete development towards the goal of qualifying for National championships
* Plan the season and handle administrative duties related to team schedules and competitions. Duties include, but are not limited to, organizing the scheduling of ice at North Olmsted Recreation Center and other local ice rinks, scheduling boot camp, summer training, spring clinics, auditions, team events, competition entries, competition weekend itineraries, team uniform orders.
* Communicate pertinent information to the skaters, parents and other coaches on a regular basis. Keep up-to-date schedules available on the team app
* Manage disciplinary issues with the help of the coaching team and Board of Directors, if needed
* In collaboration with coaching staff, determine team levels for the season and roster qualified skaters
* Work with the Board President and Treasurer to prepare and manage the synchronized skating budget
* Stay up to date on USFSA guidelines and rules for all levels of Synchronized Skating Programs and ensure all coaches are aware of any changes or updates through periodic notices
* Recruit, develop and evaluate quality coaches to maximize skater development
* Schedule and register all teams for designated competitions (approximately 5 competitions per season)
* Recruit potential skaters and/or coaches for future teams
* Other related administrative duties associated with the effective and efficient operations of the Synchronized Skating Program

QUALIFICATIONS AND SKILLS REQUIRED

* Member of US Figure Skating Association
* Member of the Professional Skaters Association
* Hold coaches’ liability insurance with $1,000,000
* Yearly background check
* Credentials up-to-date
* Strong sense of teamwork, prioritization and self-motivation
* At least five (5) years of responsible coaching experience across all skating levels
* Enthusiastic, friendly, courteous
* Must have good oral and written communication skills
* Ability to delegate and collaborate with others to produce the best results
* Must have the ability to work nights, weekends, and travel
* Ability to choreograph synchronized skating programs at all levels
* Superior knowledge and experience in the discipline of Synchronized Skating
* Knowledge of ISU and US Figure Skating programs, rules, policies, and procedures
* Superior Knowledge of IJS judging system

ADDITIONAL OPPORTUNITIES

* Coach up to two (2) Cleveland Ice Storm Synchronized Skating Teams
* Potential for additional income from private coaching at multiple rinks in the Cleveland, OH area
* Work with North Olmsted Recreation Center Learn To Skate Program (largest in the state of Ohio in 2023) teaching group lessons and/or helping choreograph the annual ice show

The above statements are intended to describe the general nature and level of work being performed by

persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified.