

Junior Coordinator

Job Description:

The Junior Coordinator position reflects the duties listed below in relation to the Junior Starskate Program including Jumpstart Participants

Duties include:

- ~ Prepare a monthly report and attend monthly executive meetings in regards to Junior/Jumpstart status, concerns or “good news”
- ~ Photocopy and distribute forms or notices as required by coaches or board
- ~ Attend Ice Gala Committee meetings as requested to assist where it pertains to Junior & Jumpstart Skaters
- ~ Assist with, or arrange volunteers for special events as it pertains to Junior & Jumpstart skaters
- ~ Arrange a volunteer schedule for on-site supervision before & during the Junior/Jumpstart sessions