

# Synchronized Skating Coordinator

## Job Description:

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The Synchronized Skating Coordinator position reflects the duties listed below in relation to the Synchronized Skating Program.

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### Duties include:

- ~ Prepare a monthly report and attend monthly executive meetings regarding the synchro session status, concerns or “good news”
- ~ Official contact person for competition entries
- ~ Official lead supervision at competitions (assisted by other volunteers)
- ~ Preps and brings all supplies to competitions
- ~ Communicate and assist organization of fundraising events to members of the team
- ~ Photocopy and distribute forms or notices as required by coaches or board
- ~ Assist with, or arrange volunteers for special events as requested as it pertains to Synchro Skaters