

Senior Coordinator

Job Description:

The Senior Coordinator position reflects the duties listed below in relation to the Senior Starskate Program including Associate & Guest Skaters.

Duties include:

- ~ Prepare a monthly report and attend monthly executive meetings in regard to the senior session status, concerns or “good news”
- ~ Photocopy and distribute forms or notices as required by coaches or board
- ~ Assist Test/Competition Chair with arranging volunteers for test days as required
- ~ Arrange for a volunteer music player for simulation events (~once a month) if requested by coaching staff
- ~ Attend Ice Gala Committee meetings as requested to assist where it pertains to Senior Skaters
- ~ Assist with, or arrange volunteers for special events as requested as it pertains to Senior Skaters