**DFSC “LEARN TO SKATE” DIRECTOR POSITION**

**The Duluth Figure Skating Club is seeking a Learn to Skate (LTS) Director.**

The DFSC Learn to Skate program’s mission is to provide a fun and positive experience that will instill a lifelong love of skating. Our program encourages skating at all levels, for all ice sports, and is designed to keep participants excited about skating from the time they begin until they achieve their personal goals.

DFSC LTS follows Learn to Skate USA protocol endorsed by USFS, USA Hockey, USA Speedskating, and Special Olympics.

Typically, Learn to Skate Duluth is offered in five sessions per year with Fall, Winter, and Spring sessions on the weekend (commonly Saturday mornings). Summer sessions are held one evening during the week (commonly Thursdays).

**Qualifications/Requirements:**

1. Attend and lead all LTS sessions, actively participating in LTS program.
2. Have experience in, and knowledge of, USFS Learn to Skate programs:
	1. Required programs (youth): Snowplow Sam, Basic Skills, Free Skate
	2. Desired programs (youth): Hockey, Adaptive Skating, and Axel Club
3. Be an active participant in DFSC events.
4. Possess excellent verbal and written communication skills.
5. Possess excellent organizational skills.
6. Concussion/1st Aid/CPR certifications
7. Maintain current membership status with the Professional Skaters Association (PSA).
8. Preference will be given to those that hold a current PSA rating in Group.

**Primary Responsibilities:**

1. Work with DFSC Director to Coordinate Five Learn to Skate Sessions (Fall1, Fall2, Winter, Spring, Summer)
2. Organize fall meeting (or other meetings as necessary) with coaches regarding upcoming sessions, changes, or USFS/LTSUSA rules changes
3. Work with Ice Show Director to encourage participation of LTS Participants in Annual Ice Show
4. Attend all board meetings that do not conflict with ice time or other club related events
5. Work with DFSC Director to create roles and continuous involvement of apprentice coaches
6. Work with DFSC Director to continuously update responsibilities as needed for both LTS coaches & apprentice coaches.
7. Encourage LTS Volunteering
8. Organize and hold volunteer and apprentice coach meeting (at least 1-2)
9. Work with DFSC Director to create and send emails with information regarding Learn to Skate, Academy, and DFSC Events and Information
10. Deliver/Email LTS Flyers to all schools in Twin Ports and surrounding areas
11. Administrative Duties:
	1. Enrolling members in LTS USA
		1. Class lists
		2. Track progress
		3. Send updates
	2. Master lists of each class & program
	3. Continuously update participant email lists
	4. Create Nametags, rosters, and weekly program documents
	5. Organize & maintain needed supplies
	6. Organize coaching staff based on need and availability (subs, etc.)
	7. Send out session planning email to all coaches (updates & availability)
	8. Organize Information Table & setup during all LTS programs:
		1. Work with parent volunteer to assist in traffic flow
		2. Information: club events, club information, USFS/PSA information, coach packets, USFS goodies
12. Work with DFSC Director and Marketing Chair to continue to create a plan for new enrollment via marketing (including new marketing).
13. Work with DFSC Director to explore options to enhance the Learn to Skate Program, DFSC programs, and encourage new participation.
14. Work with DFSC Director to continue to build the DFSC.