

# NORTH ATLANTIC FIGURE SKATING CLUB

## Administrative Assistant Job Description

The North Atlantic Figure Skating Club (NAFSC) Administrative Assistant assumes responsibility for overseeing the administrative management of all club sponsored/sanctioned programs as well as office management. They report directly to the NAFSC Skating Director to assist with day-to-day operations, provide support to the coaches, skaters, and skating families as required, and encourage club and athlete development and success. The Administrative Assistant works collaboratively with the NAFSC BOD, Skating Director, committee chairs, and/or coaches on the administrative details pertaining to participation in NAFSC events, LTS classes and summer programs, specialized workshops and classes, ice schedules, etc. They work with the NAFSC BOD and Skating Director on all safety issues and protocols, must maintain SkateSafe® compliance, and help to ensure the safety of all coaches and skaters on the ice. The Administrative Assistant is subject to a background check before hiring and to an annual review by the Skating Director.

### Duties:

- Maintain on-site office hours (8-15 hours per week) during freestyle ice and LTS sessions
- Manage freestyle ice check in and ensure all participants have the required Learn To Skate USA® membership or U.S. Figure Skating membership
- Manage Entryeze to include programs and freestyle ice contract adds/updates, adding amounts due, etc.
- Perform administrative components of LTS program to include lobby material preparation (class and coach designations), check in of skaters and answering questions, register skaters with Learn to Skate USA® prior to session start, etc.
- Maintain current membership lists, appropriate documents and records, etc. in the NAFSC office
- All other duties as reasonably assigned by the Skating Director and/or NAFSC BOD

### Desired Qualifications and Expectations:

- Strong administrative and organizational skills
- Strong Interpersonal Skills and ability to cultivate relationships with coaches, skaters, parents, etc.
- Computer knowledge/competent use to include basic Microsoft programs (Excel, Word, etc.) and QuickBooks; willingness to learn new systems
- Adaptable and flexible, able to adjust to changing environments and needs of the club
- Strong written communication skills with an emphasis on keeping information streamlined and simple for the membership
- Ability to promote, market, and nurture NAFSC programs

*The North Atlantic Figure Skating Club (NAFSC) is a nonprofit figure skating club which provides opportunities, community, and support for skaters to achieve their figure skating goals. The club operates on the principle that skaters of all ages, levels, and disciplines have the opportunity for success and growth in a safe, fun, and committed environment. As a full member club of U.S. Figure Skating, we strive to provide programs and encourage participation across all disciplines, from recreational to competitive, which allow our skaters to practice, improve and present their skills and achievements through a variety of skating opportunities.*