



# **BASIC SKILLS VOLUNTEER POSITIONS**

**POSITIONS EFFECTIVE: SPRING 2007  
APPLICATION DEADLINE: JANUARY 22, 2007**

## **BASIC SKILLS – ON-ICE DIRECTOR**

The following defines the role and responsibilities of the On-Ice Director for Basic Skills.

- Determine coaching availability and assign levels
  - Three weeks prior to each session send out request for coaching availability
  - Receive preliminary numbers from registrar one week prior to each session
  - Determine # of volunteers required for each level
  - Recommend coaches for each level and review with director & board liaison
- Parent liaison
  - Return calls forwarded from club phone attendant pertaining to basic skills
  - Hold 15 minute parent meeting early each session (2<sup>nd</sup> week)
    - Recommend holding in bleacher area
- Promote basic skills competition participation
  - Identify which events the club should participate
    - Need this two months prior to competition
  - Work with publicity to get information available 2-3 weeks prior to deadline

## **BASIC SKILLS – REGISTRAR**

The following defines the role and responsibilities of the Registrar for Basic Skills.

- Enter skaters into the USFS on-line registration
  - Ongoing as registrations are received
- Arrange for table coverage at each basic skills scheduled lesson (Sundays and Tuesdays)
- Update MFSC database with name of skaters, latest session enrolled, latest STAR received, latest USFS badge received
  - Weekly as required
- Send class list to On-Ice director one week prior to session
- Create list of student names (include contact information) whom did not enroll from previous session.
  - List should be run during the second week of session
  - Send list to On-Ice director and Admin Director for personal follow-up
- Clipboards & class prep:
  - Print nametags prior to each class
  - Print attendance sheets at the beginning of each session and attach to clipboards
  - Print class list and place in front of book – update weekly
  - Print class contact list and place in front of book
- Provide payment to MFSC treasurer and report income to administrative director
  - End of first week of each session
  - Mid-session
  - Final week of session

**Questions & Applications should be directed to:**

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**Application Deadline: January 22, 2007**