

Skating Director- Rose Garden Ice Arena

Rose Garden Ice Arena serves the greater Norwich area in Connecticut and offers year-round skating lessons in figure skating and hockey. We are looking for a friendly and enthusiastic individual with good communication skills and figure skating coaching experience.

The Skating Director position is a part time position with the following responsibilities:

- work with management to schedule Learn to Skate classes, exhibitions, and annual competition
- create class groupings for registered Learn to Skate skaters and assign coaches to the classes
- create nametags and clipboards for classes and track progress of skaters
- submit ISI memberships for registered skaters
- fill out monthly coaches' billing spreadsheet and send to management
- communicate with Learn to Skate skaters/ parents regarding information about classes
- collaborate with management when hiring Learn to Skate coaches
- ensure that all coaches who teach Learnt to Skate/ private lessons are up to date with ISI memberships and insurance
- keep coaches up to date with relevant information regarding freestyle sessions/ upcoming events
- refer private lesson requests to coaches