

# Lilac City Figure Skating Club

## Administrative Coordinator

### Position Overview

Lilac City Figure Skating Club (LCFSC) is seeking a highly organized and friendly Administrative Coordinator to support the day-to-day operations of our skating club. This role serves as a key point of contact for members, Learn to Skate families, coaches, and volunteers while helping ensure club programs and communications run smoothly.

This is an excellent opportunity for someone who enjoys organization, communication, community engagement, and supporting youth sports programs.

### Key Responsibilities

#### Member & Family Communication

- Respond to general club inquiries via email
- Communicate program updates, schedules, and announcements
- Support positive relationships with members, families, coaches, and volunteers

#### Learn to Skate Administration

- Assist with Learn to Skate registrations and participant communications
- Coordinate rosters, attendance, and program materials
- Support coaches and volunteers with program organization
- Help promote Learn to Skate sessions and registration periods

#### Administrative Support

- Maintain organized records and club documents
- Assist with scheduling communications and club operations
- Support club events
- Provide administrative assistance to the Board of Directors

#### Marketing & Outreach

- Assist with social media, website updates, and email communications
- Create and distribute promotional materials
- Support member engagement and program growth initiatives

## **Qualifications**

- Strong organizational and communication skills
- Ability to manage multiple tasks and deadlines
- Attention to detail and strong customer service skills
- Comfortable using email, spreadsheets, online registration systems, and social media
- Ability to work independently and collaboratively
- Experience in administration, customer service, or program coordination preferred
- Figure skating knowledge is helpful but not required

## **Schedule & Compensation**

- Approximately 8–12 hours per week
- Combination of remote work and occasional in-person support
- Flexible schedule with some evening and weekend responsibilities during club events
- \$20–\$25 per hour, depending on experience

## **About LCFSC**

Lilac City Figure Skating Club is a nonprofit organization dedicated to providing quality skating opportunities for skaters of all ages and levels. Through Learn to Skate, Aspire, testing, competitions, and club programming, we strive to create a welcoming environment where skaters can develop skills, confidence, and a lifelong love of skating.

To apply or request additional information, please contact:

**[lcfspresident@gmail.com](mailto:lcfspresident@gmail.com)**