U. S. Figure Skating

Coordinator, Synchronized Skating

U.S. Figure Skating, the National Governing Body (NGB) for the sport of figure skating, located in Colorado Springs, Colorado, is accepting applications for the position of Coordinator, Synchronized Skating. U.S. Figure Skating is a member of the United States Olympic and Paralympic Committee (USOPC) and the International Skating Union (ISU).

U.S. Figure Skating is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, gender, gender identity or expression, sexual orientation, age, disability, or any other status or characteristic protected by law or regulation. We are committed to building and sustaining a diverse team by maintaining hiring and recruiting processes that are free from bias.

Description and Responsibilities Include:

Synchronized Skating Development – serve as the liaison to the Synchronized Development & Technical Committee on technical skating rules and programs to develop synchronized skating.

Provide support to the following programs to promote the growth and development of synchronized skating:
- Domestic / developmental teams
- High Performance coach programs as appropriate (Coaches College, Coach Connect, etc.)
- High Performance athlete programs as appropriate (DREAM, Synchro Summit, etc.)
- Virtual and in-person seminars / programs (Coach Education Program)
- Synchronized Skating DREAM Program

Assist with Logistical support for Team USA Synchronized Skating:
- Entries
- Funding
- Apparel and supplies

Additional duties:
- Develop promotional and education materials
- Work with the Senior Manager, High Performance Operations to develop and implement new programs and ideas for synchronized skating.
- SKATING magazine and U.S. Figure Skating online
- Work with the Senior Director of Membership to further develop and promote synchronized skating at the Aspire Synchro levels.
- Communicate with synchronized skating coaches, team managers and athletes regarding opportunities provided by U.S. Figure Skating.
- Provide customer service and support for synchronized skating participants
- Work with the Competitions manager in the Events Department, to support the Synchronized Skating Sectional Championships and U.S. Synchronized Skating Championships
- Provide support within the High Performance department, as needed
- Additional duties as assigned
Qualifications:
- Applicant must hold a bachelor’s degree.
- Minimum of five years of experience required in synchronized skating teams as an athlete and/or coach.
- The applicant must have highly developed organization and planning skills; the ability to work on multiple projects simultaneously while meeting deadlines; extensive written and verbal communication skills and have astute attention to detail.

Location: Colorado Springs, Colorado

U.S. Figure Skating has a flexible work environment. Employees are required to work from the office three days; additional temporary remote opportunities exist throughout the year based on the organization’s business operations.

Classification: Non-Exempt Employee

Reporting Requirement: Reports to the Sr. Manager, High Performance Operations

Compensation: Commensurate with experience; Hourly Rate $20.67 - $22.60

Application: Send letter of application and resume to: Pamela Dustin, Human Resources Generalist, at pdustin@usfigureskating.org.

Please note telephone calls with NOT be accepted

Review of resume and applications will begin immediately, and applicants will be accepted until position has been filled.