



U. S. Figure Skating

Project Specialist, Competition Officials

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 Project Specialist, Competition Officials. 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:

- Support officials staffing for the U.S. Figure Skating events listed below.
 - National Qualifying Series (NQS)
 - National Excel Series Finals & Festival
 - National Solo Dance Finals
 - National Theatre on Ice
 - National Showcase
- Build and maintain a national availability and interest form for all qualified domestic officials.
- Collaborate with Local Organizing Committees (LOCs) and the Domestic Selections Committee on management of official's lists to meet Series/program requirements.
- Track official's activity and utilization for select Series, generating reports as requested upon conclusion of season.
- Support NQS referees and LOCs as requested in developing schedules and 104s for efficiency and budget considerations.
- Provide a report and recommendation to U.S. Figure Skating on improvements to selection and assignment process.
- Other projects that arise to support U.S. Figure Skating Strategic Plan in the officials' area.

Qualifications:

- Current or past U.S. Figure Skating official appointment(s) is required with a preferred appointment as a sectional or higher referee.
- Experience on U.S. Figure Skating Committee(s) is preferred with a preference on Competitions, Domestic Selections and/or DORM.
- The applicant must have highly developed organization skills; the ability to work on multiple projects simultaneously while meeting deadlines, and Excellent written and verbal communication skills.
- All candidates must have proficiency in Microsoft applications, including Word, Excel, PowerPoint.

Location: Remote

Time Commitment: Term of this position will be from March – November 2023; weekly schedule will be set based upon availability and workload in advance. Flexible hours would include approximately 10 hours per week.

Classification: Part Time - Non-Exempt – Hourly
Not to exceed 25 hours per pay period

Reporting Requirement: Reports to the Events Team

Compensation: Commensurate with experience; Hourly Rate \$20.00 - \$30.00

Application: Candidates should send cover letter and resume to:
Kelly Vogtner, Sr. Director, Strategic Initiatives at
kvogtner@usfigureskating.org. and have references available upon request.

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.