

Join Our Team! — Club Operations Manager

Organization: Greater Evansville Figure Skating Club (GEFSC)

Status: Part-Time (30 hours/week)

Compensation: \$48,000–\$52,000 annually

Location: Evansville, Indiana

The **Greater Evansville Figure Skating Club** is seeking a passionate and organized **Club Operations Manager** to oversee the day-to-day operations of our growing nonprofit figure skating club. This role is perfect for someone who loves working with people, enjoys coordinating programs and events, and wants to help shape the future of skating in the Tri-State area. While this position is for an on-site Manager, we are willing to discuss a hybrid option for remote candidates outside the Greater Evansville area.

What You'll Do

- Facilitate club operations and serve as a liaison between the Board, Program Leads and coaches
- Support coaching staff and program leads through hiring, onboarding, and development
- Ensure compliance with USFS, Learn to Skate USA, and SafeSkate regulations
- Manage the annual operating budget and track financial performance
- Oversee scheduling and logistics for programs, shows, camps, and events
- Provide exceptional service to members and help grow club participation

What We're Looking For

- Background in figure skating or familiarity with Learn to Skate USA and USFS structures (preferred)
- Strong organizational, communication, and leadership skills
- Experience in program coordination, event management, or nonprofit operations is a plus
- Budgeting and financial reporting knowledge preferred

Why Join Us

At GEFSC, you'll play a key role in supporting skaters of all levels while helping us grow figure skating in the Southern Indiana Tri-State region. You'll work closely with passionate coaches, dedicated volunteers, and families who love the sport.

Apply Today!

To apply, please send your resume and cover letter to **Kate Ruggles at grefsc@gmail.com**