

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

Position Overview

The Greater Evansville Figure Skating Club (GEFSC) is seeking a passionate, organized, and visionary **Club Operations Manager** to lead our growing club. This position oversees day-to-day operations, program development, staff management, and budgeting in alignment with the club's mission to grow and promote figure skating in the Southern Indiana Tri-State region. 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.

The ideal candidate will have a strong background in figure skating (Learn to Skate USA and USFSA), a track record of team leadership, and experience in nonprofit operations and community engagement.

Key Responsibilities

Leadership & Administration

- Serve as liaison between the Board of Directors, Program Leads, rink management, and primary program stakeholders — coaches, parents, and financial partners.
- Implement and facilitate Board-approved policies and procedures.
- Enable the creative vision of GEFSC Program Leads and coaches by supporting implementation within budget and operational boundaries.
- Provide regular reports and attend all GEFSC Board meetings.

Coaching & Program Oversight

- Supervise and support the work of GEFSC Program Leads.
- Maintain high performance standards and foster a positive coaching culture.
- Align program operations with coach capacity and areas of passion to encourage excellence and innovation.
- Organize hiring, onboarding, and professional development for program staff and volunteers.
- Hold regular staff meetings and coordinate training for coaching teams as needed.

Financial Oversight

- Manage the club's annual operating budget in partnership with the Board of Directors.
- Oversee and authorize major purchases and expenses as needed, according to the GEFSC Annual Program Budget.

- Monitor financial performance and provide monthly and annual financial reporting in conjunction with the GEFSC Board Treasurers.

Program & Event Management

- Coordinate between program leads for ice time, classes, off-ice training, and special events in collaboration with the GEFSC Board of Directors.
- Support Program Leads in managing registration, planning, and logistics for shows, camps, GEFSC events, and Learn to Skate sessions.
- Collaborate with Program Leads to execute their visions effectively, balancing creativity with budget and logistics.
- Ensure compliance with all USFS, SafeSkate, and club regulations.

Membership & Community Engagement

- Act as a resource for prospective and current members.
- Grow the club's brand and membership through strong communication and member support.

Qualifications

- Figure skating background or working knowledge of Learn to Skate USA and USFS structures preferred.
- Strong organizational, interpersonal, and communication skills.
- Budgeting and financial reporting proficiency.
- Experience in program development, event management, or nonprofit administration preferred but not required.
- Current member of U.S. Figure Skating (preferred, but not required).
- USFS Accredited Master Coach - Skating Director (preferred, but not required)