



PO Box 545 ~ Norwood, MA 02062 ~ www.ExcelSynchro.org

Job Announcement

Position: Coach Manager

Date posted: March 30, 2021

Search Ends April 30, 2021 (early applications encouraged)

Location: Combination of remote and rink-based in Norwood and other rinks as required.

Who We Are:

Founded in 2009, Team Excel Synchronized Skating's (Team Excel) mission is to promote synchronized skating and prepare high quality synchronized skating teams for regional, national & international competitions in an environment that supports the personal growth and development of confidence in our athletes. Team Excel currently includes a total of eleven teams with approximately 150 skaters participating. Our teams proudly represent The Skating Club of Boston in competitions. In addition to our professional coaching staff, our organization is run by a dedicated group of volunteers.

Position Overview:

Following several years of rapid growth, Team Excel seeks to add an experienced, energetic professional synchronized skating coach to serve as our Coach Manager. This position will be responsible for leading and supporting Team Excel's professional coaching staff by supporting coaches on all teams, fostering professional development, encouraging collaboration to develop Team Excel-consistent skating skills and coaching techniques, and representing the coaching staff in meetings of various Team Excel governing bodies and others as assigned.

This position will be part-time, approximately 15-20 hours per week, and will report to the Board of Directors.

Key Responsibilities:

- Oversee coaching staff and coaching of all teams, providing feedback and guidance directly to coaches in a positive manner. This will require periodic attendance at practices of each team, primarily in Norwood.
- Together with the Steering Committee and Board, help develop annual plans for the organization as a whole and for its various teams, including selecting competition and performance opportunities for skaters.
- Work closely with the Team Excel coaching staff to maintain and strengthen the established culture of collaboration, coordination, and strong communication among coaches and the entire Team Excel organization.
- Lead the coaching team in developing skating style standardization.

- Conduct annual performance reviews for coaching staff.
- Manage coaching assignments
- Together with the Steering Committee, oversee the annual skater tryout process including skater placement.
- Organize and chair monthly meetings of the coaching staff.
- Attend monthly meetings of the Steering Committee and Board of Directors, reporting on issues from the coaching perspective as needed.
- Oversee the volunteer coaching assistant program.
- Serve as a resource to coaches and/or skater families for issues that may arise during the season.
- Coordinate parent education meetings throughout the synchro season.
- Review and approve coach invoices.
- Serve as a mentor to coaches, helping to set goals both for individuals and for the coaching team as a whole.
- Create opportunities for coaching staff team-building.

Qualifications

- Must have at least 5 years of synchronized skating coaching experience, national and/or international level experience preferred
- Skating and coaching compliance with US Figure Skating and Professional Skaters Association coaching requirements
- Successfully pass an annual background screening
- Verification of current coach liability insurance
- Completion of continuing education requirement courses
- Available to attend all competitions and performances for the season
- Available to work a schedule that includes weekday evenings, weekends, and some holidays
- Professional demeanor and the ability to interact effectively with skaters, parents, coaches, volunteers, board members, and others involved with Team Excel.
- Excellent interpersonal skills; personnel management experience is a plus.
- Flexibility--able to work well independently, as well as part of a team.
- Ability to problem solve in various on- and off-ice situations
- Availability to attend evening meetings and events
- Must be able to skate on ice

Compensation & Application Instructions

This is an independent contractor position and compensation will be hourly. To apply, please email with a subject line of "Team Excel Coach Manager" a cover letter, including salary requirements, and resume to: jobs@excelsynchro.org. **Please combine cover letter and resume into one pdf file.** Please use your name as the file name.

Team Excel is an equal opportunity employer. We are committed to fostering a diverse, inclusive, anti-racist, and equitable environment.