



**Job Title:** Temporary Assistant Director

**Reports to:** Executive Director

**Part Time:** 10 – 15 hours a week

**Pay Rate:** \$15,000 for one season

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**SUMMARY** Gliding Stars of Findlay seeks a person to assist the Executive Director with all tasks that the ED performs during a season. This Temporary Director position is an excellent opportunity to experience all aspects of running the organization while learning what the Executive Director does during the season.

**Job Requirements:**

- The ideal candidate would be available 10-15 hours a week, be computer literate, and have strong written and verbal skills.
- Must be flexible and possess a high level of organizational skills and be detail oriented
- Strong team player with a proactive attitude.
- Understand the requirements of a 501(c)3

**Job Duties Include:**

- Attend board meetings and communicate to the board as needed
- Public Relations and speaking engagements
- Recruitment of Participants, Coaches, and Volunteers
- Pre-season registration
- Facilitation of Parent meetings and communication
- Money management, tracking and paying expenses, tracking all revenue and making deposits, tracking staff hours and running payroll.
- Training of Off-ice Volunteers
- Seeing that all required forms are filled out and signed
- Grant writing / Fundraising activities and events
- Liaison with Ice Rink and City of Findlay
- Attend appropriate trainings that are provided by The Findlay-Hancock Community Foundation
- Arrangement of formal Instructor Training and assistance in that training
- Fitting and Adjustment of adaptive ice-skating equipment
- Management of On-ice program sessions
- Management of equipment inventory and assignment to participants
- Facilitation of regular instructor update meetings
- Evaluation of participant progress toward goal achievement
- Production of the end-of-season ice show performance
- Update and maintain Gliding Stars of Findlay social media presence
- Create media releases
- Keep all marketing material up to date such as sponsorship flyer and case of support
- Help with other duties as needed

**Qualifications:**

- Firm grasp of available tools and platforms in the social media space
- Must be computer literate (working knowledge of Word, PowerPoint, Excel and Publisher)
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with Gliding Stars Families and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Enthusiasm about the mission of Gliding Stars of Findlay and the individuals and families we serve.

MISSION: The Gliding Stars organization provides individuals with disabilities the opportunity to increase their personal potential through the development of ice-skating skills in a regular program of instruction, utilizing our specialized adaptive equipment while practicing in their own local community.

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