

Toe Pic Manager Position Description

1. Store Inventory and Operations

- a. Maintain open store hours during VFSC ice time, Sunday's and Mondays, exact times to be set by board. Volunteers may be utilized during high traffic times
- b. Acquire and keep inventory of all items for sale. Work to find quality items at reasonable prices
- c. At the start of the regular season, in coordination with LTS director and Jr/Sr Pro, provide an opportunity for skaters to order club-wear
- d. At least once per year, in coordination with LTS director and Jr/Sr Pro, provide a selection of logo-wear for skaters and families to order
- e. Set-up the Toe Pic for the Holiday Extravaganza and Basic Skills Competition, and / or other club events.

2. Skate Leasing

- a. Keep inventory of skates for lease
- b. Work with skaters to fit skates at the beginning of the season
- c. Arrange to have all skates sharpened once per year

3. Store Arrangement

- a. Maintain store in good order
- b. Keep store inventory, equipment, and financial information secure.

4. Accounting

- a. Keep track, and report to accountant, all expenses and receipts
- b. Make bank deposits as needed

Current Salary: \$10/hour

There will be an annual review to discuss performance and review the job description and contract details.