



## **ICE SKATING INSTRUCTOR**

Salary Range: Skilled

### **DEFINITION**

To ensure that ice skating is enjoyable and rewarding for students. To teach skating in accordance with ISA or US Figure Skating Association (USFSA) principles and programs.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from the Ice Rink Site Coordinator, Recreation Supervisor, or designee.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties may include but are not limited to:

- Meet with parents and discuss skater's progress; keep students and parents informed of skating competitions and activities;
- The Instructor shall work with the Mammoth Unified School District and the Mono County School District to provide recreational skating and instruction as a part of their physical education program.
- Provide individual and group learn to skate/figure skating instruction.
- Keep class attendance records up-to-date.
- Keep good records of group lessons taught (time clock or log) and private lesson tickets.
- Continue education through ISA/USFSA seminars, or the equivalent (CER)
- Keep up-to-date with the latest skating rules and news through ISA/USFSA newsletters, test standards, and magazines.
- Maintain a visible and high profile within the rink: a) assist with rental skates, check new students for proper skate fit; b) assist all facility personnel during peak hours and special events.
- Establish and maintain positive class morale and a motivating environment.
- Ensure all students in a class receive an equal amount of instruction.
- Conduct promotions as directed by the Site Coordinator
- Conduct and participate in games, etc. during classes – make classes fun.
- Complete reports and certificates for class students.
- Maintain attendance and program and re-enrollment records.

- Ensure compliance with individual lesson log.
- Submit weekly time log and lesson tickets.
- Perform additional miscellaneous duties as assigned by supervisor.

## **QUALIFICATIONS**

### Knowledge of:

- Procedures for developing ice skating classes, programs and special events.
- Occupational hazards and standard safety precautions.

### Ability to:

- Ice skate proficiently.
- Provide a positive role model for guests.
- Work with groups and lead and instruct ice skating classes.
- Work an irregular schedule.

### Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Education:

Equivalent to completion of the twelfth grade.

USFSA Registered and Certified as a Basic Skills Instructor or figure skater

#### Experience:

Some experience in recreational and/or child related activities and programs and/or ice skating instruction.

#### Licenses:

Must have (or receive within state required time frame) a valid State of California Class C Driver's License with an acceptable driving record and pass an appropriate background check prior to the hire date.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software, central financial computer system, telephone, 10-key calculator, phone, copy machine, fax machine, and postage machine.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

### **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees.

### **GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to

revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.