



JOB DESCRIPTION

Volunteer Skating Assistant

Accountable To: Skating Instructor/Student Instructor, Skating Supervisor and the Diamond Edge Figure Skating Club Board of Directors.

Job Summary: Assist the Skating Instructor/Student Instructor in the teaching of the basic fundamentals of skating by demonstrating and assisting young skaters in the proper use of equipment, techniques and methods of proper movement to achieve proficiency in activity.

Specific Responsibilities:

- ❖ Arriving prepared and on time.
- ❖ Assist as directed by the Skating Instructor/Student Instructor or Skating Supervisor in providing ice skating instruction to youth according to the United States Figure Skating Associations Basic Skills program format.
- ❖ Assist in preparing the ice for instruction and record attendance if requested. For example, setting up cones, getting teaching equipment, etc.
- ❖ Assist the Skating Instructor/Student Instructor in completing Achievement Certificates for students who did not master elements required in order to pass on to the next level.
- ❖ Assist in teaching the program choreography for class to perform during year-end Ice Show or other special event.
- ❖ Assisting participants in their activities and provide support and extra direction as requested by the Skating Instructor/Student Instructor or Skating Supervisor.
- ❖ Encourage appropriate behavior of students.
- ❖ Role modeling appropriate behavior by maintaining the dignity and integrity of Diamond Edge Figure Skating Club by:
 - a) Dressing appropriately and having a clean and tidy appearance.
 - b) Respecting facilities, participants and staff.
 - c) Not speaking negatively about the participants, other instructors or volunteers.
 - d) Use appropriate language.
 - e) Not yelling, hitting or verbally abusing the participants – If you notice something happening please ask the participant(s) to stop and bring it to the attention of the Skating Supervisor.
Always ask the Skating Supervisor for assistance in dealing with difficult behaviors.
- ❖ Must attend training or refresher sessions as directed by the Board and/or Skating Supervisor.
- ❖ Aiding the Skating Supervisor or Board in other duties as assigned or delegated.
- ❖ Must notify skating supervisors regarding absences and you are responsible to obtain substitutes as needed.

Qualifications:

- ❖ Must be 13 years of age and B8 or above.
- ❖ Must be a member of Diamond Edge Figure Skating Club.

Skills, Experience, and Personal Traits:

- ❖ Knowledge of United States Figure Skating Associations Basic Skills program format.
- ❖ Ability to establish and maintaining effective working relationships with Instructors/Student Instructors, Board Members, Skating Supervisor and parents.
- ❖ Ability to motivate and energize others.
- ❖ Sensitivity and interest in working with young (elementary aged) children.
- ❖ Energy, assertiveness, initiative, creativity, and willingness to try new approaches and techniques.
- ❖ Works as a member of a team.

Benefits to Volunteer:

- ❖ Work Experience.
- ❖ On the Job Training.
- ❖ References.

Hours of Work: Approximately 2-5 hours/week but could vary dependent on special event or performance needs.

Other: This program runs concurrent with our fiscal year. Taking extended time off during this period is strongly discouraged and will not be guaranteed. Although this is a volunteer position it is a commitment to the Club and your attendance at each assigned scheduled session is expected as the Instructors and students depend on you.