



JOB DESCRIPTION

Skating Instructor

Accountable To: Skating Supervisor and the Diamond Edge Figure Skating Club Board of Directors.

Job Summary: Responsible for the teaching of the basic fundamentals of skating. Demonstrate proper use of equipment, techniques and methods of proper movements to achieve proficiency in activity. Instruction must follow the United States Figure Skating Associations Basic Skills program format and any specific Club direction. Explains and enforces safety, rules, and regulations. Keeps records and helps coordinate events. The Instructor is also responsible for keeping the Skating Supervisor, Board and parents informed of activities and problems.

Specific Responsibilities:

- ❖ Arriving prepared and on time.
- ❖ Provide ice skating instruction to youth according to the United States Figure Skating Associations Basic Skills program format.
- ❖ Instruct students in elements of class level. Make every effort to cover all elements of level.
- ❖ Assist Skating Supervisor with determining student placement and class combinations.
- ❖ Evaluate students on testing day of class and complete forms required by program.
- ❖ Assisting participants in their activities and provide support and extra direction as requested by the Skating Supervisor.
- ❖ Encourage appropriate behavior of students.
- ❖ May be required to select music and choreograph a program for class to perform during year-end Ice Show or other special event.
- ❖ 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 training 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 at least 16 Years of age.
- ❖ Must have passed USFS Free Skate 1 or equivalent Program.
- ❖ Must like working with children.
- ❖ Must have been a skating assistant for at least 1 year.
- ❖ Must possess maturity and sound judgment.
- ❖ Must be an active member of Diamond Edge Figure Skating Club.
- ❖ Must be reliable and responsible.

Skills, Experience, and Personal Traits:

- ❖ Previous coaching/teaching in skating program preferred
- ❖ Knowledge United States Figure Skating Associations Basic Skills program format
- ❖ Knowledge of generally accepted teaching techniques
- ❖ Skill in managing large groups of skaters (i.e. youth / mixed ages).
- ❖ Ability to establish and maintaining effective working relationships with other instructors, Board Members, Skating Supervisor and parents.
- ❖ Ability to motivate and energize others.
- ❖ Sensitivity and interest in working with young (elementary aged) and/or adolescent children.
- ❖ Energy, assertiveness, initiative, creativity, and willingness to try new approaches and techniques.
- ❖ Works as a member of a team.

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

Compensation: Instructors will be hired a minimum wage or above based on qualifications and experience.

Other: This program runs current with the DEFSC fiscal year. Taking extended time off during this period is strongly discouraged and will not be guaranteed. Please check with Skating Supervisor or Board Chair.