



## JOB DESCRIPTION

### *Student Skating Instructor*

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

**Job Summary:** the Student Skating Instructor will work closely with and under the direct supervision of the Skating Supervisor for one year or until which time they reach the age of 16 and then may be reclassified as an "Instructor". This position is responsible for the teaching of the basic fundamentals of skating; demonstrate proper use of equipment and techniques. 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 Student 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.
- ❖ If necessary, assist Skating Supervisor with determining student placement and class combinations.
- ❖ Assisting participants in their activities and provide support and extra direction as requested by the Skating Supervisor.
- ❖ Encourage appropriate behavior of students.
- ❖ Assisting the Skating Supervisor in evaluating students on testing day of class and complete forms required by program.
- ❖ 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 14 Years of age (following current MN Child Labor Law).
- ❖ Must be an active member of Diamond Edge Figure Skating Club.
- ❖ Must have passed the USFS Free Skate 1 test or equivalent.
- ❖ Must have been a skating assistant with DEFSC for at least 1 year.
- ❖ Must like working with children.
- ❖ Must possess maturity and sound judgment.
- ❖ Must be reliable and responsible.

#### **Skills, Experience, and Personal Traits:**

- ❖ Knowledge of United States Figure Skating Associations Basic Skills program format.
- ❖ 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) 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:** The Student Instructor will be hired at least at the current minimum wage standard.

**Other:** This program runs concurrent 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.