



## JOB DESCRIPTION

<b>Department</b>	Ice
<b>Location</b>	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
<b>Job Title</b>	Learn to Skate Instructor
<b>Classification</b>	Hourly/Non-exempt
<b>Pay Range</b>	\$12.00/hr. - \$32.00/hr.

### Job Summary

The Learn to Skate Instructor reports to the Ice Arena Figure Skating Coordinator. The primary responsibility of the Learn to Skate Instructor is to provide safe and effective instruction to the program participants, members and guests of the RecPlex Ice Arena and the citizens of our community. Employees in this classification represent the Recreation Department in a professional manner, while instructing and monitoring program participants for enjoyable and appropriate fitness/leisure activity.

### Job Duties

- Implement course/activity plans that utilize safe and proper form, technique, progression, as well as positive evaluation practices of all participants.
- Be skilled and knowledgeable in the program area with which you will be instructing, while executing reputable practices and principles from within the specific program.
- Facilitate proper education and fundamental understanding of the discipline/program to all participants.
- Monitor participants for appropriate safety and adjust teaching to accommodate various levels.
- Maintain records of class attendance and report data to immediate supervisor.
- Maintain positive working relationship with immediate supervisor, RecPlex Ice Arena/RecPlex co-workers and all patrons of the facility.
- Adhere to all dress code, subbing and professional expectations given by the Learn to Skate department.
- Provide a positive and enjoyable environment for class participants, interacting in a pleasant and professional manner.
- Conduct participant evaluations and surveys each session.
- Assume full responsibility for program area and equipment during class time, ensuring that equipment is stored neatly in a proper place, doors locked, and any keys returned.
- Ensure safety of patrons in the facility and be prepared to take charge in an emergency if necessary. Report any emergencies to the Supervisor/Coordinator/Director immediately.
- Attend regular scheduled staff meetings and mandatory training sessions.
- Must be positive, energetic, enthusiastic, and motivational.
- Project a professional and helpful manner when addressing the safety, welfare and concern of members, guests, and the general public.

### Physical Requirements

This position requires adequate muscle strength for pushing, pulling, lifting, and participation in continuous activity for a minimum of one hour at a time. Program Instructors must be able to tolerate the cool temperatures that are consistent in an ice arena environment.

### Requirements - educational, certifications and experience

These are guidelines. The final placement will be the decision of the Figure Skating Supervisor.

#### **MINIMUM QUALIFICATIONS Level 1: \$12.00/hr. - \$16.00/hr. PT1216**

- Must be at least 14 years of age.
- Has proven proficient in the particular skating skills that will be taught.
- Must be a USFS Basic Skills member or a USFS professional member and have proof of liability insurance.
- Must attend a Basic Skills Seminar within the first year of employment.

#### **MINIMUM QUALIFICATIONS Level 2: \$19.00/hr. - \$24.00/hr. PT1924**

- Has taught skating for a minimum of five (5) years.
- Has proven proficient in the particular skating skills that will be taught.
- Must be a USFS Basic Skills member or a USFS professional member and have proof of liability insurance.

#### **MINIMUM QUALIFICATIONS Level 3: \$27.00/hr. - \$32.00/hr. PT2732**

- Has taught skating for a minimum of ten (10) years.
- Has proven proficient in the particular skating skills that will be taught either by personal accomplishments or by student's accomplishments.

- Must be a USFS professional member, PSA Member, CER Certified, participate as a lead for trainings, as well as have proof of liability insurance.

**Instructors will be on a merit-based system for pay increases.**

**LICENSE OR CERTIFICATIONS**

Basic First-Aid, CPR/AED certification required within 3 months of hire.

I have read and understand the job duties and physical requirements of this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Village of Pleasant Prairie is an Equal Opportunity Employer.

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