

JOB DESCRIPTION



Department	Ice
Location	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
Job Title	Learn to Play Hockey Instructor
Classification	Hourly/Non-exempt
Pay Range	\$7.75/hr. - \$23.50/hr.

Job Summary

The Learn to Play Hockey Instructor reports to the Youth Hockey Development Coordinator of Ice. **The primary purpose of the Hockey Instructor is to provide outstanding service through warm interactions.** The responsibilities of this position are 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 discipline or 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 co-workers and all patrons of the facility.
- Promote a teamwork attitude and support the overall goals of the Recreation Department.
- Provide a positive and enjoyable environment for class participants, interacting in a pleasant and professional manner.
- Maintain a safe and clean program area.
- Conduct participant evaluations and surveys each session.
- Assume full responsibility of program area and equipment during class time, ensuring that equipment is stored neatly in a proper place, doors locked and any keys returned.
- Perform regular checks of all program equipment for quality and safety, while reporting immediately any concerns about equipment, or recommendations for repair or replacement, to your immediate supervisor.
- Enforcement of all program policies and procedures.
- Ensure safety of patrons in the facility and be prepared to take charge in an emergency situation if necessary. Report any emergencies to the Supervisor/Coordinator/Director immediately.
- Attend regularly scheduled staff meetings and mandatory training sessions.
- Record attendance and hours on time sheet properly.
- Must be positive, energetic, enthusiastic, and motivational.
- Must enjoy contact with the public, and consistently remember that first impressions are important with every personal contact.
- Must be able to work efficiently, compassionately and with empathy for those people who have special needs and requirements due to age or other cognitive or physical disability.

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. The Program instructor must be able to tolerate the cool temperatures that are consistent in an ice arena environment.

Requirements - educational, certifications and experience

This position requires basic knowledge and understanding of program/class you are instructing, as well as, injury prevention and safety procedures as they relate to the specific program. Instructors must provide positive coaching using comprehensive verbal descriptions and applicable physical demonstrations. Effective communication skills are imperative.

Level 1: \$7.75 - \$9.69/hour PT22

- Must be at least 14 years of age.
- Must have played a minimum 2 years of house hockey or equivalent.

- Ability to perform continuous physical activity.
- Must be able to effectively communicate in one-on-one interactions, as well as in group settings, and by phone.
- Must be able to effectively communicate with the public and disseminate information with confidence.

Level 2: \$9.00 – \$11.25/hour PT16

- Must be at least 14 years of age.
- Must have played a minimum 4 years of house hockey or equivalent.
- Minimum 1 year of coaching experience.
- Ability to perform continuous physical activity.
- Must be able to effectively communicate in one-on-one interactions, as well as group settings, and by phone.
- Must be able to effectively communicate with the public and disseminate information with confidence.

Level 3: \$11.20 - \$14.00/hour PT48

- Must be at least 16 years of age.
- Must have played a minimum of 4 years of travel hockey.
- Minimum 2 years of coaching experience.
- Ability to perform continuous physical activity.
- Must be able to effectively communicate in one-on-one interactions, as well as group settings, and by phone.
- Must be able to effectively communicate with the public and disseminate information with confidence.

Level 4: \$14.00 - \$17.50/hour PT05

- Must be at least 18 years of age.
- Must have played a minimum of 6 years of travel hockey/high school/college hockey.
- Minimum 4 years of coaching experience.
- Ability to perform continuous physical activity.
- Must be able to effectively communicate in one-on-one interactions, as well as group settings, and by phone.
- Communicate with the public and disseminate information with confidence.
- Must possess USA Hockey Coaching Certification - Level 2 or higher.

Level 5: \$20.00-\$23.50/hour PT70

- Must be at least 21 years of age.
- Must have played a minimum of 6 years of travel hockey/high school/college hockey.
- Minimum 6 years of coaching experience.
- Ability to perform continuous physical activity.
- Must be able to effectively communicate in one-on-one interactions, as well as group settings, and by phone.
- Communicate with the public and disseminate information with confidence.
- Must possess USA Hockey Coaching Certification - Level 2 or higher.
- Must have a minimum of 2 years of experience running hockey skills classes.
- Must have experience planning and leading on ice hockey skills classes.
- Must possess good leadership skills, and good communication skills with parents and players.
- Must be certified with Safe Sport, and USA Hockey and USA Hockey's age specific modules.
- Must be qualified and able to instruct a minimum of 4 separate classes including (but not limited to) LTP programs, Power Skating, Elite Hockey Academy, Shooting, Summer League, etc.
- Must sign non-compete contract.

LICENSE OR CERTIFICATIONS

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

Coaching Policy

Athletic/team Coaches are hired to instruct/teach specific skills where the coach is the teacher and the player(s) is/are the learner(s) and instill teamwork both during team practices and games. Coaches are not hired to participate with the players during scrimmages or active play, or endurance/strength training.

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

Signature

Date

