

## **Position Title:** Skating Instructor

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### **Who is Westside:**

Westside Recreation Centre is a world-class facility based on a lifestyle and wellness concept. Since 2000, we have been providing families with a fun, healthy and affordable environment with world class activities, including a hockey and skating facility, fitness centre, gymnasium and an aquatic park.

### **Benefits of Being at Westside:**

- Competitive wages & benefits
  - Use of Recreation Facility
  - Close proximity to bus routes/LRT lines
  - Team Environment
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### **Position Description**

Westside offers recreational based skating lessons to teach children and adults the fundamentals of skating and to encourage the participation in the sport. Duties of a skating instructor include:

- To instruct, lead and supervise a group of preschool, children, youth and/or adults in a learn to skate program
- Set-up, take-down and general maintenance of equipment and facility
- Ensure safety of all participants
- Provide Private/Semi-Private lessons as required
- Administrative duties as required including completion of skating report cards
- Communication with parents on child's development and progression in lessons
- To provide a safe, fun and quality environment for all participants
- All staff are required to wear a CSA certified winter helmet while on the ice

### **Responsibilities**

- To supervise, lead and instruct a group of preschool, children and/or youth skating lessons
- To supervise and evaluate any Leaders-in-Training and Volunteers
- To develop lesson plans based on pre-set goals and objectives
- To facilitate set-up and take-down, as well as general maintenance of equipment and the facility
- To ensure the safety of all participants involved in the program
- To be aware of emergency procedures (risk management)
- To wear uniform at all times
- Be ready to start your shift at your scheduled start time
- To inform supervisor at least 24 hours in advance if unable to fulfill scheduled shift
- Mentor volunteers and Leaders in Training

### **Administrative**

- Take daily attendance of program participants
- Prepare written/typed lesson plans for each program
- Attend any staff meetings/additional training
- Maintain written record/reports as necessary
- Answer any public inquires and/or complaints

- Administrative duties as required

### **Risk Management**

- Complete Incident Report Forms as required
- Maintain activity areas to ensure cleanliness and safety
- Ensure consent forms have been signed for appropriate programs
- Follow all general facility rules related to general behavior, demeanor, use and care of facility areas, criminal activity
- Maintain equipment
- Perform First Aid as required

### **Competencies and Expectations**

- Customer service
- Leadership skills
- Initiative
- General knowledge of the facility
- Update and maintain technical skills
- Organizational skills

### **Qualifications**

- Current Standard First Aid/CPR/AED certification
- Minimum of two (2) years of skating instruction experience
- High 5 is considered an asset
- NCCP Certification considered
- Valid Vulnerable Sector Search required

### **Physical/Psychological Demands**

- Ability to work in a fast-paced noisy environment
- Ability to lift 20-25 lbs on a daily basis
- The successful candidate must hold high ethical standards as they are working with a vulnerable population and has access to confidential information
- Remote working not available for this position

### **Skills Required**

- Proficient skating ability and able to demonstrate and instruct skating skills
- Current Standard First Aid/CPR/AED Certification
- Can-Skate/NCCP certification or equivalent is an asset
- Previous experience in teaching learn to skate programs
- Ability to deal with customer questions and concerns
- All applicants must be a minimum 18 years of age
- Ability to work in a large team environment
- Ability to work independently
- Ability to lead large groups
- Good customer service skills
- Good communication and problem-solving skills
- Good planning and organizational skills

### **Work Term**

- Seasonal Part-Time Position
- We have various shifts available throughout the week and weekends beginning in September 2022. In your cover letter please state your availability
- Training will be required prior to lessons starting

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**Closing date:** Open until a suitable candidate has been found

**Email your resume to:** [work@westsiderec.com](mailto:work@westsiderec.com)

*\*Interviews may commence before closing date\**

We thank all applicants for their interest, however only those candidates to be interviewed will be contacted.

Westside Regional Recreation Society believes in equal opportunities and is a non-smoking environment. All positions have a screening process that includes interviews, references, security, and employment history checks. This position has been deemed to be safety sensitive and is subject to post-incident drug and alcohol testing