

POSITION TITLE: Skating Instructor, Children & Youth Department

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 and benefits
- Use of recreation facilities
- Close proximity to bus routes
- Team environment

POSITION DESCRIPTION:

Westside offers recreational based skating lessons to teach children, youth and adults the fundamentals of skating and to encourage participation in the sport. Westside offers group lessons and private/semi-private lessons. Skating instructors provide instruction to participants, communicate with parents on the development and progression in lessons, and evaluate the skills on completion of the program. 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 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)
- Mentor volunteers and Leaders in Training and Volunteers
- To provide a safe, fun and quality environment for all participants

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 including completion of skating report cards

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.

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
- Maintain equipment to be in good working order
- Perform First Aid as required

Marketing and Promotion:

- Assist in promotion of Westside programs
- Assist in promotion of health and wellness philosophy of Westside

Competencies and Expectations:

- Proficient skating ability and able to demonstrate and instruct skating skills
- Ability to lead large groups
- Previous experience in teaching learn to skate programs
- Takes initiative and can work independently
- Update and maintain technical skills
- Good customer service skills
- Good communication and problem-solving skills
- Good planning and organizational skills

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

QUALIFICATIONS:

- Current Standard First Aid/CPR/AED certification
- All applicants must be a minimum 18 years of age
- Minimum of two (2) years of skating instruction experience
- High 5 is considered an asset
- CanSkate/NCCP Certification or equivalent is preferred

WORK TERM:

- Seasonal part-time position
- Various shifts available throughout the week and weekends beginning in October 2021. Please indicate your availability in your cover letter
- Training will be required prior to lessons starting

CLOSING DATE: **Open until a suitable candidate has been found**

**Interviews will commence prior to closing date*

TO APPLY, EMAIL: work@westsiderec.com

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