



ACCEPTING APPLICATIONS FOR: DIRECTOR OF SKATE SCHOOL 2024/2025 YEAR

SALARY: \$30.00 - \$35.00 Hourly Coaching rate plus monthly rate for outside work

OPENING DATE: 07/31/2023

CLOSING DATE: UNTIL FILLED

Job Summary:

The Skate School Director is responsible for the overall operations of the Owatonna Skate School. The Skate School Director also provides support and guidance for skate school staff. We are looking to fill for the year of 2024/2025 and beyond.

This is a flexible part time position.

Work Schedule: Evenings and Weekends, up to 5-8 hours per week. Attend board meeting once a month

ESSENTIAL FUNCTIONS

Essential Duties and Responsibilities:

Planning for the Season:

1. Coordinates class schedules with the Facility Coordinator to reserve ice time for the year. Consider events and school holidays to plan the dates and times.
2. Reviews draft versions of the marketing materials to ensure class listings are accurate and reflective of the anticipated needs of participants.
3. Plan and communicate what classes will be offered for each half hour session in a summarized document.
4. Uses data from the previous session to accurately estimate the needs for different levels in each class session.
5. Assists in recommending class pricing including Learn to Skate USA fees and comparable cities.
6. Assists in tracking registration numbers as they come in and recommend class adjustments to help fill the needs of the participants. Assists in adjusting class schedules and registrations as necessary to maximize the use of ice time.
7. Uploads Learn to Skate students into the Learn to Skate USA database.
8. Schedules and coordinates Skate School Instructors and Assistants according to the class schedule.
9. Assists with interviews and recommends potential employees to meet the needs of the program.

Open communication:

1. Communicate session details to all staff during the session confirming dates and times, keeping everyone on task for testing and filling out evaluations.
2. Locates and confirms subs for staff that are absent.
3. Communicate messages to staff from arena staff.
4. Confirms all skate school staff are currently on safety tests, memberships with Learn to Skate USA.
5. Writes welcome letters to all participants with information on classes.

Training:

1. Ensures that classes are taught in a manner that exceeds nationally recognized standards.
 2. Participates in on-ice teaching as either a lead or roving helper.
 3. Trains skate school staff according to national skating organization standards.
 4. Mentors new and less experienced staff in teaching methodologies.
- Performs other duties and activities as assigned.

QUALIFICATIONS**Minimum Qualifications:**

- Must be at least 18 years of age.
- Must have a competitive figure skating or hockey background.
- Minimum 5 years of on ice experience.
- Knowledge of either USFS or ISI Skating curriculums.
- Background in Learn to Skate USA, USA Hockey or USFS is encouraged.
- Must be able to work assigned hours based on facility lesson times.
- Must be USFS fully compliant.

Desired Qualifications:

- A bachelor's degree in a related field is desired
- An understanding of teaching methodologies and Learn to Skate USA policies and procedures are also desired.
- Should possess a high-level certification from a nationally recognized skating organization.
- PSA rated preferred.

SUPPLEMENTAL INFORMATION**Knowledge, Skills, and Abilities Required for Successful Job Performance:**

- Experience in and working knowledge of ice skating.
- Knowledge of and ability to operate standard office software sufficient to create schedules, draft reports and maintain records.
- Verbal and written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences and conduct public speaking, and reading comprehension skills sufficient to read, understand and interpret varied work-related materials.
- Interpersonal skills sufficient to exchange and/or convey information, give and receive work direction, and maintain effective working relationships.
- Ability to adapt to seasonal changes in work schedule, load, and work type.
- Problem solving skills.

Physical and Mental Requirements:

Physical effort is light, with lifting, pushing, or carrying up to 25 pounds intermittently. Ninety percent of time is spent working on ice. The employee may spend an extended period of time working in an ice arena (cold environment) and ice skating.

Working Conditions:

The majority of work is performed in a normal office environment; however, interruptions are frequent. The job may involve dealing with and calming customers who are emotionally charged over an issue. The employee may spend an extended period of time working in an ice arena (cold environment) and ice skating.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities. Requirements are representative of the minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Position #2023-24

DIRECTOR OF SKATE SCHOOL - LEARN TO SKATE: Resume and Cover letter can be submitted to

owatonnafscpresident@gmail.com