



Position Description

Position Title:	Skating Instructor	Department	Recreation
Effective Date:	November 2023	Revised:	N/A
Reports To:	Community Recreation Coordinator	Status:	Part-Time Seasonal
Direct Reports:	None	Indirect Reports:	None

Position Summary / Main Purpose

The Skating Instructor is responsible for the delivery of Tiny's "Learn to Skate" and "Skating Basics" Programs. This position teaches basic skating skills to children 3 to 12. The Skating Instructor must work very well with primary ages and must have strong interpersonal skills to communicate with parents and guardians.

Key Duties and Responsibilities

1. **Class Instruction (80%)**
 - a. Delivers "Learn to Skate" and "Skating Basics" by following lesson plan guidelines, adapting teaching and delivery methods as necessary.
 - b. Provides safe, inclusive, and meaningful instruction to children.
 - c. Ensures that appropriate equipment is in place and ready to use prior to each lesson and that materials are safely stored away after use.
 - d. Presents professional attitude at all times and maintains a high standard of customer service.
 - e. Arrives to each lesson in appropriate uniform, with a copy of the Program Manual, First Aid Kit, and Attendance Sheet.
2. **Lesson Planning (15%)**
 - a. Attends all staff training and in-services as required, in order to be trained in the "Learn to Skate" and "Skating Basics" Programs, and all ice rink policies and procedures as required by the Township.
 - b. Plans and develops interactive lessons based on knowledge of theory and practical techniques of skating.
3. **Record Keeping (5%)**
 - a. Reports all incidents, questions, and concerns to the Community Recreation Coordinator in a timely manner.
 - b. Responsible for recording attendance and creating a progress note for participants at the end of the program.
4. Required to work in compliance with the Ontario Health and Safety Act and regulations and all related Township policies and procedures.
5. Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.



Education / Experience / Skills Training

QUALIFICATIONS:

- Experience teaching skating fundamentals to children an asset.
- 'NCCP Coach Initiation in Sport' qualified or willingness to obtain upon hire.
- Skate Canada registrant with a Skate Canada Club, considered an asset.
- Passing at least one complete 'Star-5 Assessment', considered an asset.
- Completion of Part A and B CanSkate and Coaching Foundations eLearning courses, considered an asset.
- Current Standard First Aid with CPR-C.
- High energy, self-starter.
- Strong communication and teamwork abilities.
- Able to problem solve effectively.
- Provide exceptional customer service.
- Successful candidates will be required to obtain a clean Vulnerable Sector Criminal Record Check prior to commencing employment.
- Bilingual in French and English an asset.

Physical and Mental Demands

Physical Environment:

- Classes take place outdoors, in cold and extreme weather conditions.

Physical Effort:

- Skating for a minimum of 45 minutes at one time
- Ability to walk, stand for 45 minutes at one time

Sensory Demands:

- Overhead lights at the rinks, with some loud noise due to number of individuals on the ice.
- Visual concentration is required to be aware of surrounding and work environment for safety reasons.
- Auditory concentration is required to listen to feedback from the participants.

Mental Demand (Stress):

- Moderate level of stress when interacting with children/youth and providing instruction to various ability levels.

Outcomes of Error

- The employee is directly responsible for the consequences of error up to the point of check or review, and must be able to work without supervision.
- Implications of error could include loss of goodwill, physical harm to residents, and loss of resource (i.e. damage to equipment).

Working Conditions

- Classes are scheduled to run Tuesday, Wednesday and Thursday evenings across all Township of Tiny outdoor rinks, with the potential for Saturday morning classes.
- "Learn to Skate" and "Skating Basics" classes are scheduled to begin on Tuesday, January 13, 2026 and will run for 5 weeks.

Position Description

- Up to 9 hours of work per week, depending on ice conditions.
- Instructors are expected to work with minimal supervision.

Confidentiality

- Instructors are privy to confidential information about participants (health notes, contact information, et cetera).
- Must comply with the confidentiality standards of the Township.

Health and Safety

Required to work in compliance with the Occupational Health and Safety Act and regulations and all related Township policies and procedure.