

Learn to Skate USA – Group Instructor

Salary: \$12 - \$39 per hour depending on experience, skill and training

Accountable to: Learn to Skate USA Program Manager &/or Missoula Figure Skating Club (MFSC) Board of Directors

Primary Objective of Position: As an Independent Contractor, under general supervision, provide ice skating instruction following the **Learn to Skate USA** program guidelines.

Essential Functions: Provide ice skating instruction to youth (age 3 and up) and adults on Thursday evenings and/or Saturday mornings. Learn to Skate USA programs generally offer 30 minutes of class instruction and 15-20 minutes of supervised practice for students. Learn to Skate USA sessions are generally 5 to 8 weeks in length with the last day being an evaluation day for the skaters. Some sessions include a recital that requires coaches' participation depending on class level. Instruction must follow the **Learn to Skate USA** program format and any specific MFSC direction. Essential functions may include but are not limited to the following tasks, knowledge, skills and other characteristics:

Tasks

- If necessary, assist Learn to Skate USA Program Manager with determining appropriate student placement and class combinations.
- Upon receipt of class roster, call (preferred), text or email all students and/or parents to tell them the class time, instructor name, where to meet, and any additional information requested by MFSC.
- Attend all instructor meetings. Usually there is one coaches meeting per season with more scheduled as necessary.
- Assist with ice format set-up before class.
- Record attendance every week of class.
- Instruct students in elements of class level. Make every effort to cover all elements of level.
- Evaluate students on the last day of class and complete forms required by the program.
- Parent communication regarding skater's progression and skills still needing work. This is particularly important is a skater is not going to pass to the next level.
- Choreograph a program for class to perform during session end recital.

Knowledge, Skills and Other

- Knowledge of **Learn to Skate USA** program.
- Knowledge of generally accepted ice skating teaching techniques.
- Skill in managing large groups of skaters – adult, youth or mixed ages.
- Skill in establishing and maintaining effective working relationships with skaters, other instructors, board members, Program Manager, rink staff, volunteers and parents.

Minimum Qualifications

- Minimum 15 years of age
- Registered as Coach with Learn to Skate USA and meet coaches' requirements (i.e. pass exam and background check, if applicable)
- Current member of US Figure Skating, USA Hockey or US Speed Skating
- Completed Learn to Skate USA Basic 1-6 levels or equivalent skills
- **Figure Skating Coaches:** Passed USFS Pre-Preliminary MIF, Adult Pre-Bronze MIF or Preliminary Dances.
- **Hockey Coaches:** Recommended Coaches Education Program (CEP) Level 1 certified.
- Note that minimum qualifications may be waived upon petition or at the discretion of the Program Manager or MFSC Board of Directors.

For more information call Jil Dunn, Program Manager at (406) 370-0372.

Application available at missoulafsc.org