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## MUNICIPALITY OF CENTRE HASTINGS

## JOB DESCRIPTION

September 2025

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**JOB TITLE:** Skating Instructor

**DEPARTMENT:** Public Works – Parks, Recreation and Facilities

**DIRECTLY RESPONSIBLE TO:** Head Skating Instructor

**MAIN PURPOSE:**

The Skating Instructor is responsible for providing direct instruction to children and youth in the Municipality's Skating Programs, ensuring participant safety, skill development, and program quality. The Skating Instructor reports to the Head Skating Instructor.

**KEY RESPONSIBILITIES:**

- Provide skating instruction and feedback to students and parents as per the designed program goals and delivery.
- Ensure safety and supervision of participants during lessons.
- Represent the Municipality professionally and uphold policies.
- Respond appropriately in emergency situations with support from the Head Skating Instructor.
- Complete required paperwork and program documentation and provide copies to the Head Skating Instructor as required.
- Attend seasonal training sessions and staff meetings as scheduled.

**EDUCATION/EXPERIENCE/SKILLS TRAINING:**

- Minimum 15 years of age and enrolled in high school.
- Experienced skater (figure skating or hockey).
- Previous experience as a skating instructor or assistant.
- Skate Canada CanSkate or NCCP certification considered an asset.
- Current Standard First Aid and CPR 'C' Certification.
- Vulnerable Sector Police Reference Check.

**KEY PERFORMANCE COMPETENCIES:**

- Ability to instruct skating skills clearly and effectively.
- Strong communication and interpersonal skills with children and parents.
- Ability to supervise participants and ensure safety.
- Dependability and professionalism in program delivery.
- Commitment to inclusivity and positive participant experience.

**WORKING RELATIONSHIPS:**

Internal: Head Skating Instructor, other skating instructors, Recreation & Facilities staff.

External: Parents and program participants.

**WORKING CONDITIONS:**

Work is primarily on ice within an arena environment, requiring evening and weekend hours. The role involves exposure to cold temperatures and the normal stress associated with program supervision.