



## **JOB DESCRIPTION**

### **POSITION:**

**Skate Patrol**

### **JOB SUMMARY**

The Skate Patrol/Instructor is responsible for providing safe skating sessions to the public by keeping patrons informed on the rules/policies that ensure a fun & safe skating experience. Other responsibilities include distributing and sharpening skates, assisting patrons with equipment or skating difficulties, answering questions, administering first aid, teaching skating, hockey and private lessons, checking for receipt of payment, assisting with special events, maintaining records, completing general housekeeping around public skating areas and skate-shop.

### **JOB DUTIES**

- Skates with patrons to ensure that they are following the rules/policies to ensure they have a fun and safe skating experience.
- Distributes and sharpen skates.
- Assists patrons with equipment, skating difficulties or other problems.
- Administers and records first aid.
- Instructs ice programs for all ages & abilities.
- Promotes a safe, friendly and enjoyable recreational atmosphere.
- Checks for receipt of payment.
- Assists with planning and holding special events.
- Keeps the skate-shop and immediate area clean.
- Maintains records.
- Monitors and plays appropriate music during skating sessions.
- Completes ice safety checks and continually monitors the ice and surrounding area to ensure the facility is safe and clean for the public.
- Performs other related duties as assigned.

### **EDUCATION**

- Completion of Grade 10

### **EXPERIENCE**

- Must be at least 16 years of age
- Previous hockey or figure skating experience
- Previous experience working with children in a leadership capacity

### **LICENCES/CERTIFICATES**

- Current Standard First Aid and CPR "C" Certificate
- Super host is desirable

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## KNOWLEDGE, SKILLS AND ABILITIES

- Excellent skating ability.
- Physical ability to complete the job duties.
- Ability to read policies, procedures and memos.
- Ability to work without direct supervision.
- Ability to learn how to sharpen skates
- Interpersonal communication skills to interact with the public and enforce policies and procedures effectively.
- Ability to maintain records.

*Safety is Everyone's Responsibility - All facility staff, including the Fitness Assistant, are responsible for recognizing and immediately dealing with urgent safety and health issues when and where they arise. All facility staff are responsible for recognizing and reporting non-urgent safety issues to their division manager or another appropriate person in a timely manner.*

I have read and understand this job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date