

JOB DESCRIPTION & QUALIFICATIONS

Title: BASIC SKILLS SKATING INSTRUCTOR

Salary: \$10-\$30 per hour depending on experience, skill, & training

Closing Date: Saturday, September 16, 2006

Accountable To: Missoula Figure Skating Club Board and/or Basic Skills Coordinator

Primary Objective of Position: As an Independent Contractor under general supervision, provide ice skating instruction following the United States Figure Skating Association's Skate with U.S. Basic Skills program.

Essential Functions: Provide ice skating instruction to youth (age 3 and up) and adults on Saturday mornings. MFSC offers two 50 minute classes that include 30 minutes of instruction time and 20 minutes of practice time. Classes begin at 10:05 and 10:35am and share the ice for the practice time. Each Basic Skill session is eight weeks in length; the last class is an Evaluation Day for the skaters. Instruction must follow the United States Figure Skating Basic Skills program format and any specific Club direction. Essential functions may include the following tasks, knowledge, skills, and other characteristics.

Tasks:

- If necessary, assist Basic Skills coordinator with determining student placement and class combinations.
- Upon receipt of class roster, call all students and or parents to tell them class time, instructor name, where to meet, what to wear, and any additional information requested by MFSC.
- Attend all instructors meetings. Usually there are meetings before the session starts and one before Evaluation Day.
- 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 last day of class and complete forms required by program.
- Complete Achievement Certificates for students who did not master elements required in order to pass on to the next level.
- May be required to select music and choreograph a program for class to perform during MFSC's Holiday Exhibition, Spring Skating Spectacular and/or Showcase On Ice show.

Knowledge, Skills, and Other:

- Knowledge of Basic Skills Skate with U.S. program
- Knowledge of generally accepted teaching techniques
- Skill in managing large groups of skaters, adult, youth or mixed ages
- Skill in establishing and maintaining effective working relationships with other instructors, Board Members, Basic Skills Coordinator and parents

Minimum Qualifications:

- 16 years of age
- Passed USFSA Basic Skills or equivalent
- Passed USFSA Pre-Preliminary Moves and Freeskating or equivalent

Minimum qualifications may be waived upon petition or at the discretion of the MFSC Board of Directors.