

SKATING SCHOOL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent is responsible for planning, developing and implementing a well rounded ice skating program in the Department of Parks, Recreation and Conservation. The incumbent organizes courses and schedules, supervises instruction and curriculum and hires and supervises the instructional staff. The incumbent organizes ice shows, competitions and hockey games and other events. Work hours are generally evenings and weekends. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Organizes class ice time and schedules;

Opens and maintains class registration book;

Collects registration fees and issues receipts; issues refund forms for managers signature;

Prepares a daily summary sheet accounting for revenue received;

Recruits and selects skating instructors; conducts ongoing training sessions;

Observes classes to evaluate instructors and to place and advance students at the proper level;

Develops and coordinates figure skating and hockey clinics;

Develops ice shows and events for presentation to the public; creates and teaches original dances; composing programs to suggest a story, interpret an emotion or enliven a production, coordinating dance with music;

Plans and directs student productions, shows and competitions;

Conducts ribbon and ISAS (Ice Skating Institute of America) testing;

Assists with medical emergency procedures.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principals and practices of recreation and administration; working knowledge of modern methods of teaching ice skating; familiarity with automated office systems; ability to ice skate; ability to plan, organize, promote, and coordinate program activities and special events; ability to supervise, plan and coordinate the work of others; ability to maintain attendance records; ability to collect and account for fees; ability to give instruction clearly and accurately; ability to motivate others; patience; initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Bachelors Degree* in Recreation or related field and two years of experience providing instruction in ice skating, which included experience maintaining records such as attendance and fees collected; or (b) a high school or equivalency diploma and six years of experience as stated in (a); or (c) a satisfactory equivalent combination of training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.