Job Title: Ice Rink Monitor / Learn to Skate Instructor

Location: Clare Drake Arena, Van Vliet Complex
Campus & Community Recreation
Faculty of Kinesiology, Sport, and Recreation

Position Type: Part Time

Contract Dates: August 24, 2019 – April 30, 2020

Time Commitment: Must be available to work weekdays between 11 am – 3 pm or Sundays 3 – 4:45 pm
Typically 1-2 hour shifts once or twice a week

Rate of Pay: $15.00/hr + 4% holiday pay | Ice Rink Monitor
$23.00/hr + 4% holiday pay | Learn to Skate Instructor

Ice Rink Monitor Responsibilities:
1. Ensure the safety of recreational ice users
   • Includes monitoring on-ice behavior
   • Administration of emergency accident procedures and first aid if needed
   • Must wear a helmet during sessions to promote participants to wear helmets

2. Instruction and Customer Care
   • Provide instruction as required by participants
   • Act as ambassadors of Campus and Community Recreation
   • Respond to, and address, customer queries

3. Record statistics and other administrative duties, including
   • Recording number of skaters on ice per hour
   • Collecting and signing waivers if applicable

Learn to Skate Instructor Responsibilities
4. On-Ice Instruction
   • Prepare tailored lesson plans to class skill level
   • Demonstrate relevant skills to class
   • Lead warm-up and cool-downs when needed

5. Off-Ice Assistance
   • Help participants with properly lacing skates, putting on gear, and whatever else is needed

Other Responsibilities
• Use the audio system to provide music during recreational skate sessions
• Make public announcements
• Safeguard audio equipment
• Bring out equipment such as the helmet cage or sticks for Stick & Skate

Qualifications:
• High School Diploma required
• Must be enrolled in a minimum of 3 courses at the University of Alberta
• Strong front-line customer service skills
• Current Standard First Aid, CPR Level C and AED training is required
• Ability to work successfully in an environment where teamwork and good communication is required
• Proficient skating skills (Figure Skating or Hockey background preferred)
Key Competencies:

- Verbal and written communication skills
- Professionalism, initiative and reliability
- Problem solving skills
- Attention to detail

Application Procedures:

- Email cover letter and resume to rsskate@ualberta.ca. Email is the preferred method of submission
- Applications will be accepted on an ongoing basis until July 31st at 12 pm
- We thank all interested applicants; however, only those applicants selected for an interview will be contacted
- For further information, please email rsskate@ualberta.ca

Applications should be forwarded to (email preferred):

C/o Tina Trieu
Rec Skate Recreational Facilitator, Campus & Community Recreation
Office 2-650, Van Vliet Complex, Edmonton, Alberta T6G 2H9
rsskate@ualberta.ca

University of Alberta Equity Statement: The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.