

City of Kalispell  
An Equal Opportunity Employer  
Job Description

**Class Title:** Ice Skating Instructor (Short Term)  
**Department:** Parks and Recreation Dept.  
**Union:** Non-Union  
**Salary:** \$10.65  
**FLSA Status:** Non-Exempt  
**Date:** October 12, 2016

**A. GENERAL CLASS DESCRIPTION:**

A specialty instructor will help organize, coordinate and implement ice skating lessons for ages 4 through 15 years old. This position is a key component in providing quality recreational services and maintaining positive public relations.

**B. ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:**

*The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

*Note: It is expected that every employee should be on time, fully prepared, every day that they are scheduled to work. We expect employees to strive for perfect attendance.*

**Ice Skating Instructor (95%)**

- a. Assists the Recreation Superintendent and Recreation Programmer and in carrying out the functions of recreation programs. In the absence of the Recreation Superintendent or Recreation Programmer, the Ice Skating Instructor assumes responsibility for the daily responsibilities.
- b. To teach beginning Ice Skating lessons for ages 4-15 in all weather conditions.
- c. Maintains a variety of records and forms such as registration slips, incident forms, and signup sheets.
- d. Responds to public inquires or comments such as question and complaints.
- e. Responds to and takes care of circumstances requiring first aid.

**Peripheral Duties (5%)**

- a. Provides backup to related positions as needed and assigned.
- b. Other duties as assigned.

**C. SUPERVISION RECEIVED:**

- a. Works under the supervision of the Recreation Superintendent and the Recreation Programmer.

**D. SUPERVISION EXERCISED:**

- a. Supervises ice skating participants ranging in age from 4-15 yrs.

#### **E. KNOWLEDGE, SKILLS & ABILITIES (KSA'S):**

- a. Working knowledge of the equipment, facilities, operations and techniques used to teach ice skating lessons.
- b. Knowledge and Skills of First Aid and CPR.
- c. Skilled in operation of tools and equipment used by an Ice Skating Instructor.
- d. Skilled in the observation of small children ways to avoid distractions.
- e. Skilled in good verbal and written communication to deal positively and effectively with the public.
- f. Ability to have a genuine concern for the well-being and development of young children.
- g. Ability and fortitude to abide by and enforce rules, policies and procedures.
- h. Ability to be self-motivated with the initiative to carry out work assignments in a timely manner.
- i. Ability to effectively enforce safety and health regulations relating to ice skating programs.
- j. Ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public.
- k. Ability to orally communicate effectively
- l. Ability to give and understand oral instructions.
- m. Ability to maintain calm in emergency situations.

#### **F. TOOLS AND EQUIPMENT USED:**

- a. Ice skates, cones, and beginner props for lessons.

#### **G. PHYSICAL DEMANDS:**

- a. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- b. While performing the duties of this job, the employee is frequently required to ice skate, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- c. The employee must occasionally lift up to 50 pounds and/or move over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

#### **H. WORK ENVIRONMENT:**

- a. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- b. While performing the duties of this job, the employee works in outside weather conditions. The employee is exposed to wet and cold conditions.
- c. The noise level in the work environment is usually moderately loud when in the field.

**I. SELECTION GUIDELINES:**

- a. Formal application, rating of education and experience; oral interview and reference check.
- b. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- c. Kalispell is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.
- d. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**POSTED: October 12, 2016**

**CLOSES: Open until filled**

**NOTICE!**

**ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED.**

A CITY APPLICATION CAN BE OBTAINED FROM:

- THE HUMAN RESOURCES DEPARTMENT WITH THE CITY OF KALISPELL, 201 1<sup>ST</sup> AVENUE EAST, KALISPELL, MONTANA, OR
- THE KALISPELL JOB SERVICE, 427 1<sup>ST</sup> AVENUE EAST, KALISPELL, MONTANA. PHONE (406)758-6200 OR
- ONLINE AT THE CITY OF KALISPELL’S WEBSITE AT: [WWW.KALISPELL.COM](http://WWW.KALISPELL.COM)

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Head/Supervisor

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
City Manager/Hiring Authority