

JOB DESCRIPTION – PART TIME

Learn to Skate Instructor



Facility Name:	VENUWORKS OF CEDAR RAPIDS
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JOB INFORMATION

Job Title:	Learn to Skate Instructor	Department:	Front of House
Reports To:	Dina Kurtovic, Learn to Skate Director	FLSA Status:	Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>
Prepared By:		Date Prepared:	8/11/2025
Approved By:	Angela Bohlen	Approved Date:	8/25/2025

SUMMARY

Responsible for instructing students on the correct techniques found within each skill level. Ability to communicate with the students and parents. To provide a fun and safe skating experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

1. Instruct Learn to Skate classes at the Snowplow 1-Basic 4 Levels.
2. Monitor and evaluate student progress at specific skill level.
3. Provide feedback to parents regarding progress of student(s).
4. Oversee practice session during the class period.
5. Instruct birthday party lessons, as needed.

OTHER DUTIES AND RESPONSIBILITIES include but are not limited to the following:

1. Attendance during regularly scheduled hours.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Must have skating experience.
2. Must have completed an 8-week Learn to Skate session teaching as a volunteer.

EDUCATION and/or EXPERIENCE

1. **Must have skating experience.**

CERTIFICATES, LICENSES, REGISTRATIONS

1. **Must be compliant with Learn to Skate Credentials.**

LANGUAGE SKILLS

1. Ability to speak and understand English.
2. Ability to read and interpret documents such as instructions, policies and procedures.
3. Ability to write routine reports.
4. Ability to deal effectively and courteously with the general public.

REASONING ABILITY

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Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to remember previously learned material such as specifics, criteria, techniques, principles, and procedures; ability to grasp and interpret the meaning of material; ability to use learned material in new and concrete situations; ability to break down material into its component parts so that its organizational structure can be understood; ability to recognize casual relationships, disseminate between behavior mechanisms, and identify elements that are relevant to the validation of a judgment; ability to put parts together to form a new whole or proposed set of operations; ability to relate ideas and formulate hypotheses; ability to judge the value of material for a given purpose on the basis of consistency, logical accuracy, and comparison to standards; ability to appraise judgments involved in the selection of a course of action; ability to identify choices and potential outcomes, determine importance of outcomes, combine information to prioritize options and make decision based on best and most important choice.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

1. While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear.
2. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel.
3. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
4. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is exposed to wet, cold, and slippery conditions.
2. The noise level in the work environment is usually moderate but is occasionally loud.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

Employee Signature:		Date:	
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