



Position Vacancy

RFP #27-036-01

Position: Skate Lesson Instructor
Department: Parks & Recreation
Salary Range: \$19.96 - \$22.93 per hour
Schedule: Scheduling varies depending upon planned programming. About 10 to 15 hours per month



The City of Framingham is currently a 100% onsite work environment.

- Loring Arena is located at 150 Fountain Street, Framingham MA 01702.
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

The City of Framingham's Loring Arena is operated by the Capital Projects, Facilities Management and Parks and Recreation Division. Loring opened in November of 1963 as a seasonally operated facility and one of the first municipally owned arenas in the area. Loring Arena provides safe, stable, and reliable skating services to area residents with regularly scheduled public skating and public stick time that is open to all. In addition, the arena supports multiple local user groups, including Framingham Youth Hockey, Framingham High School Boy's and Girl's Hockey, Framingham Middle School Boy's and Girl's hockey, Framingham Parks and Recreation programs, Holliston High School Hockey, Framingham State College Hockey, Ashland High School Hockey, and multiple user groups.

Position Purpose:

Responsible for teaching the fundamentals of skating. Demonstrate proper techniques and methods of proper movements to achieve proficiency in activity. Explains and enforces safety, rules, and regulations. Performs other related duties and responsibilities as required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Facilitates instructional lessons for participants.
- Develops relationships with participants and families.
- Provides supervision of instruction and offers additional support when needed.
- Encourages appropriate behavior of students.
- Evaluates students for proper class placement.
- Assesses the impact of program and makes recommendations for improvement.
- Works as a liaison between staff and guardians to address and/or resolve issues, requests, and/or concerns.
- Maintains accurate rosters and class placements.

Qualifications:

- Applicants must be at least 16 years of age.
- Previous coaching/teaching in a skating program preferred.
- Must possess maturity and sound judgement.
- Current Certification in CPR/AED and First Aid training preferred.
- Applicant must have reliable transportation.
- Must be available to work weekends.

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Must be able to effectively teach and instruct others how to ice skate. Employee should expect to have comfortability on ice skates and ice. May be required to physically assist children and adults with skating. Must be able to skate for extended periods of time. Should be able to bend, traverse and remain in a stationary position multiple times an hour.

Supervision Required:

The Skate Lesson Instructor works under the general supervision of the Skate Lessons Director and reports to the full-time recreation staff (Recreations Supervisor, Activities Supervisor, Superintendent of Recreation). Employee often works on their own initiative and must exercise judgment in performing the various duties associated with the position.

Supervisory Responsibility:

The Skate Lesson instructor does not supervise any employees. Occasional supervision of volunteers may be necessary.

Work Environment:

Work is performed under the typical conditions of an ice-skating rink. Employee is subject to cold temperatures and frequent interaction with the public.

Occupational Risk:

Employee is subject to the risks associated with the activity of ice skating and working in a populated ice-skating arena.