

## Ice Arena Student Instructor Job Description

**TITLE:** Ice Arena Student Instructor

**ROLE:**

- Ice Arena (IA) Student Instructor is responsible for providing professional instruction during a Learn to Skate program and or Learn to Hockey program.
- An IA Student Instructor will ensure the instructional ice sessions are operated with high quality customer service using sport specific knowledge.

**SUMMARY OF RESPONSIBILITIES:** IA Student Instructor will provide professional instruction according to either the United States Figure Skating (USFS) Learn to Skate USA standards and/or USA Hockey's American Development Model for Learn to Play Hockey. An IA Student Instructor will ensure the instructional ice sessions are operated with high quality customer service and sport specific knowledge. An IA Student Instructor must have the ability to effectively explain and demonstrate each skill for participants' understanding. Should always build rapport with patrons and maintain professionalism and a positive attitude when communicating with customers. An IA Student Instructor will respond to medical/urgent situations when they occur on the ice during instruction.

**\*Please refer to the bottom of this job description to view more detailed examples of job responsibilities and how they align to your personal & professional development.**

**PAY RATE:** \$15.50 - \$25.00 per hour with opportunities to earn promotion and higher pay rate based on level of coaching experience.

**TYPICAL WORK SCHEDULE AND HOURS:**

- An IA Student Instructor is traditionally scheduled to work on Saturday mornings for Learn to Skate classes or Sunday mornings for Learn to Play Hockey classes, ranging from 8:00 a.m. - 11:30 a.m.
- An IA Student Instructor is required to work all scheduled Learn to Skate or Learn to Play Hockey classes.
- We offer Learn to Skate and Learn to Play Hockey classes three to four times each season. Sessions usually start in August, October, January, or February and last for 6 to 8 weeks.

**APPEARANCE AND DRESS:** The IA Student Instructor will be clean and neatly attired while on duty. An IA Student Instructor must provide their own skates and equipment for instruction. IA jackets are made available for student employees during their shift as work conditions will reach cooler temperatures than normal.

**SUPERVISOR(S):** Associate Director, Ice Arena, Competitive Sports, and Outdoor Facilities  
Program Coordinator, Ice Arena

**MINIMUM QUALIFICATIONS:**

- Must have successfully passed US Figure Skating, Learn to Skate USA (formerly Basic Skills) or equivalent.
- Must have a current or obtain a Learn to Skate USA (LTS) or USA Hockey membership (LTPH).
- Must possess strong customer service skills.
- Work both independently and collaboratively with others in various working groups to achieve common goals.
- Strong verbal and written communication skills with coworkers, supervisors, and all RecWell patrons and guests.
- Ability to positively create a welcoming environment for all and maintain a positive attitude at work.
- Functions and communicates effectively and respectfully with all.
- Demonstrating an articulation of one's own personal and professional goals, strengths, and weaknesses, and how this work experience will be a growth opportunity.
- Ability to address conflict in a professional manner through problem-solving and critical thinking.

**HOW TO APPLY:** Interested candidates must apply through Handshake.

**QUESTIONS?** Contact Juliann Montemayor at [jmontem1@kent.edu](mailto:jmontem1@kent.edu)

**SUMMARY OF THE ICE ARENA:** The Ice Arena, built in 1970, is a family-friendly facility serving both the university community and outlying communities. There is one ice surface: the Competition Rink, measuring 200' x 85'. Recreational skating ([Public Skates](#), [College Late Night Skate](#), [Learn to Skate](#), and [Learn to Play Hockey](#)), figure skating, ice hockey, birthday parties and private rentals are just a few things offered at the Ice Arena. The arena has a multipurpose meeting room, skate sharpening and snack bar. The Ice Arena is home to the [Kent State ACHA Division 1 and 3 club hockey](#) teams and the [Kent State club figure skating](#) team. The arena also serves as home for three local high school teams and a youth hockey program with over 10 teams.

**OTHER REQUIREMENTS AND EXPECTATIONS:**

- **Background Check:** Must obtain a background check outlined by the department prior to employment. All offers of employment at RecWell are contingent upon clear results of a thorough background check (will be provided upon hire at no cost). A plea of guilty to, a finding of guilty by a referee, jury or court of, or a conviction of any of the following shall disqualify an individual from being eligible for employment with Recreation and Wellness Services.
  - (1) A felony. (2) A sexual offense, as defined in chapter 2907 of the revised code. (3) An offense of violence, as defined in section 2901.01(A) (9)(a) of the revised code. (4) A theft offense, as defined in section 2913.01(K)(1) of the revised code. (5) A drug abuse offense, as defined in section 2925.01(G) of the revised code. ○ (6) Substantially comparable conduct to (1) through (5) above, occurring in a jurisdiction outside the state of Ohio.
- **Standard Trainings:** Become certified in American Red Cross CPR/AED / FA for the Professional Rescuer, Fraud Training, Bloodborne Pathogen Training, and other trainings as assigned (will be provided upon hire at no cost).
- **Department Trainings:** Attend all new hire orientation trainings, department (semesterly) and area trainings (monthly), and other trainings (in person and online) as needed.
- **Certifications:** Maintain all valid certifications that are required of your position and abide by FERPA / HIPPA.
- **Communication Expectations:** Adhere to communication deadlines and expectations set forth by your area supervisor or other professional staff members, including answering emails, text messages, and phone calls in a timely manner (24-48 hours).
- **Work Flexibility:** Ability to work a flexible schedule, including non-traditional work hours, and practice good time management skills.
- **Working Week Limit:** Abide by the hourly work week limit of 28 hours maximum per week in all on campus jobs combined. For international students, this number is 20 hours per week when classes are in session, and 28 hours per week when classes are not in session (summer, spring break, and winter break).
- **Emergency Response:** Ability to respond to an emergency, as outlined in the Emergency Action Plan.
- **Clean, Safe, Organized Workstation:** Maintain a clean, organized, and safe workstation and environment for student employees, patrons, and all others.
- **Policies and Procedures:** Abide by all other policies and procedures outlined by Recreation and Wellness Services, the Division of Student Life, and Kent State University.
- **Commitment and Congruency:** Commitment to Recreation and Wellness Services' mission, team culture, and values and aligning oneself with them.

**ABOUT RECREATION AND WELLNESS SERVICES:**

- **MISSION STATEMENT:** We build communities of belonging by encouraging well-being through inclusive leadership, recreation, and wellness experiences.
- **TEAM CULTURE:** Well-being, Supportiveness, Flexibility, Integrity, and Positive Attitude.
- **VALUES:** Belonging, Development, Integrity, Quality, and Safety.

**EQUAL OPPORTUNITY:** We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**AVAILABLE RESOURCES:**

- [Kent State University Career Exploration and Development \(website\)](#)
- [How to Write a Resume \(website\)](#)
- [How to Write a Cover Letter \(website\)](#)

**NACE COMPETENCIES FOR A CAREER – READY WORKFORCE:** The [National Association of Colleges and Employers](#) developed a definition for career readiness and [identified key components](#) to prepare college students for a successful transition into the workplace. These are some more examples of how this position will allow you to grow in each of these competencies. Some examples are “Professionalism” and “Critical Thinking”. This position’s job responsibilities will allow you to grow in each of these competencies. Please see below.

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