

**CITY OF SHAKER HEIGHTS**  
**Position Vacancy Announcement**  
**FOR IMMEDIATE POSTING**  
**April 30, 2018**

**Job Title:** Assistant Program Coordinator – Learn to Skate  
**Department:** Recreation Department  
**Salary Range:** \$16.91 to \$20.60 DOQ  
**Position Status:** Part-time; Monday-Saturday; hours vary  
**Application Deadline:** Open until filled

**GENERAL DEFINITION OF WORK**

Performs responsible paraprofessional work coordinating a variety of the tasks which directly relate to the success of the Thornton Park, Learn to Skate Program and the quality of skating instruction offered at Thornton Park Ice Arena. Responsible to ensure a positive public relations image and proper facility appearance. Work is performed under general supervision. Limited supervision is exercised over subordinate personnel.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Plans, implements, and coordinates the instructional skating programs; prepares and maintains fiscal records and files; coordinates communication with participants and guest regarding established rules, regulations, and procedures as required.**

**(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position in the work is similar, related, or a logical assignment to the position.)**

- Establishes program, ice times and schedule for advertisement and distribution.
- Advanced marketing and promotion of the programs
- Maintains open and pro-active communication (email, phone, face to face) with participants, their parents and with City staff members.
- Follows established City employment and purchasing guidelines.
- Secures support staff such as skating professionals, counselors and specialty instructors
- Schedules instructional staff to meet the programming and supervisory needs of programs.
- Coordinates annual skating completion.
- Schedules ice time for programs within the established rink schedule.
- Acts as the City liaison to the Shaker Figure Skating Club, United States Figure Skating and Professional Skaters Associations.
- Conducts orientation sessions for skaters and parents.
- Maintains all Learn to Skate records as well as related records.
- Monitors instructor's compliance with City, Professional Skating Association (PSA) and United States Figure Skating (USFS) policies, guidelines and protocol.
- Develops periodic in-service training sessions with instructors.
- Proposes rules, regulations, policies and procedures which relate to participants, parents and instructors of related instructional programs.
- Maintains a visible presence and a positive public relations image with participants and parents.
- Resolves problems in a pro-active and professional manner.
- Monitors related instructional skating sessions.
- Provides a written summary/evaluation of program at completion of session
- Perform other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Must have a minimum of 3 years of experience coordinating a similar Learn to Skate, or seasonal camp programs. Understand USFS instructional standards; be a member of the USFS and PSA organizations. Possess the ability to teach skating lessons if necessary. Computer skills: Word, Excel, Outlook, Power Point. Must possess strong communication, administrative and organizational skills. The ability to establish and maintain professional working relationships with the Recreation Department administration, program supervisors, co-workers and facility guests.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in recreation, health, physical education or a related field is preferred. Previous administrative, program related ice skating experience is desirable. A minimum of three (3) years' experience as a group ice skating lesson instructor is required.

**Effective February 12, 2016 the City of Shaker Heights will no longer hire external candidates who use any form of tobacco or nicotine products.**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.*

PLEASE SEND RESUME AND/OR APPLICATION TO THE CITY OF SHAKER HEIGHTS, HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OH 44120; OR E-MAIL: [human.resources@shakeronline.com](mailto:human.resources@shakeronline.com) EOE