



CITY OF FARMINGTON HILLS ICE ARENA

SEARCHING FOR: SKATING DIRECTOR (*INDEPENDENT CONTRACTOR*)

Supervised by: Ice Arena Manager

Supervises: All Skating Instructors

Position Summary:

Under the supervision of the Ice Arena Manager, is responsible for the organization and oversight of the Learn to Skate instructional skating program and directs the Annual Ice Show. Selects and supervises instructional staff, schedules classes and provides curriculum, oversees registrations, marketing and promotions of the above programs, ensures sufficient instructional coverage for the above mentioned programs, and coordinates with Farmington Hills Figure Skating Club activities.

Hours:

Must be able to work weekdays, weekends, and holidays as needed. Hours of operation may vary. Must establish some regular office hours in consultation with the Ice Arena Manager or Designee.

Minimum Expectations:

- Citizen of the United States or resident alien with the right to work
- Minimum of 5 years of related teaching experience and a current member of the United States Figure Skating Association (USFSA).
- First Aid and CPR certified.
- Knowledge of applicable laws, rules and regulations.
- Thorough knowledge of the philosophies and principles governing work in the skating field.
- Considerable knowledge of the professional principles and practices associated with planning, evaluating and administering a full range of ice skating programs.
- Considerable knowledge of the principles and practices of budgeting, fundraising, marketing, and advertising.
- Skill in communicating with and directing individuals.
- Skill in administering contracts, maintaining records, compiling reports and managing finances.
- Skill in developing and evaluating programs, and in formulating policies, standards, and service recommendations.
- Skill in recruiting, training and managing key staff members.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with, program patrons, volunteers, employees, professional contacts, community groups, business leaders, the media, and the public.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.

Contract Amount: \$30,000 per year

Submission Process:

Send a resume and cover letter to:

Farmington Hills Ice Arena
c/o Brian Moran, Ice Arena Manger
35500 W 8 Mile Rd
Farmington Hills, MI 48335

Or email to bmoran@fhgov.com

Deadline for Submissions: June 28, 2013