

# Job Announcement

## Skating Instructor

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The City of Mendota Heights Parks and Recreation is accepting applications for a seasonal Skating Instructor.

The Skating Instructor is responsible for instructing individuals at various levels and ages in learn to skate programs and performs a variety of duties including developing lesson plans, preparing materials, instructing classes and supervising participants.

Examples of job duties:

1. Plan, organize and implement learn to skate curriculum. Provide documented lesson plans to Recreation Program Coordinator.
2. Lead classes including instructing lessons in a group setting.
3. Monitor the involvement of participants through attendance and record keeping.
4. Communicate respectfully and promptly regarding class cancellations and changes to the schedule due to inclement weather or ice conditions

Minimum Qualifications:

- Must be 16 years of age or older
- Previous skating experience
- Experience working with children
- Ability to pass a background check
- Must commit to the entire winter skating lesson season and have a willingness to work outside

### Hours of Work

Saturdays--January 2 –January 30, 2021 from approximately 8:45 am - 1:15 pm.

### Rate of Pay

Hourly Pay: \$15.75 to 16.25 per hour, depending on qualifications

### To Apply

Application materials are available online at [www.mendota-heights.com](http://www.mendota-heights.com). Application materials are also available at Mendota Heights City Hall, located at 1101 Victoria Curve, Mendota Heights, MN 55118 or by calling 651-255-1356. Interested applicants must submit a city employment application and application supplement. Position open until filled. First consideration will be given to applications received by 11:30am on October 23, 2020.

**Signed** applications can be submitted:

- Via US Mail to—City of Mendota Heights, Attention: Cheryl Jacobson, 1101 Victoria Curve, Mendota Heights, MN 55118; or
- In person at-- City of Mendota Heights, 1101 Victoria Curve, Mendota Heights, MN 55118

*Equal Opportunity Employer*