

## **ARENA HOCKEY INSTRUCTOR- DOUG MITCHELL THUNDERBIRD SPORTS CENTRE JOB DESCRIPTION**

**DEPARTMENT:** *Doug Mitchell Thunderbird Sports Centre*  
**POSITION TITLES:** **DMTSC Hockey/Skating Instructor**  
**POSITION TYPE:** **Part Time/Casual**

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### **POSITION SUMMARY**

This role will provide front line services to students, faculty, staff, and community users through the administration of UBC child and youth hockey programs located in the Doug Mitchell Thunderbird Sports Centre. The ideal candidate working in this role is required to provide first-class customer service and professionalism while assisting program participants of varying age groups. As the first point of contact to the hockey program administration, it is important that the ideal candidate is knowledgeable and professional, using precise, and clear communication while providing instruction and assisting our patrons during program sessions.

### **DESCRIPTION OF DUTIES**

The Doug Mitchell Thunderbird Sport Centre Hockey/ Skating Instructors are responsible with on-ice instruction during UBC Hockey/ Skating programs and the UBC Hockey School. This position is vital to the UBC Athletics and Recreation department's vision of creating a healthy, active, and connected community where each person is at their personal best and proud of their UBC experience. Instructors will be responsible for supporting head instructors on and off the ice with duties of varying complexity. These duties include:

- Assists with preparation of program lesson plan(s)
- Leading and instructing individuals and groups both on- and off-ice. These sessions would include drills and instruction for dry land training, on-ice drills, and/or game play.
- Provide quality instruction to all hockey and skating participants varying in age and ability
- Demonstrate and teach basic to intermediate hockey skills and components
- Monitor and assist with the safety of our players/registrants
- Various administrative tasks prior to or after each session. These can include waivers, signing in and out participants with guardians, and compiling completed consent forms.
- Answer player/registrant inquiries in person and relay any pertinent concerns to the head instructor or supervisor
- Performing other duties as necessary

This position is integral to the program's goal of increasing participation in ice sports and providing opportunities for people of all ages and abilities to better understand and engage in a sport that will challenge and develop the entire body. This role is integral to the operations and goals of the Department of Athletics and Recreation, including excellence in customer service, facility maintenance, and program management. Athletics and Recreation strives to create a healthy, active and connected community where each person is at their personal best and proud of their UBC experience. Our mission is to engage our community in outstanding sport and recreation experiences, to enable UBC athletes to excel at the highest levels, and to inspire school spirit and personal well-being through physical activity, involvement, and fun. To deliver on the mission we make decisions and prioritize work that will:

1. Increase participation
2. Deliver excellence on the national and world stage
3. Build school spirit
4. Nurture a strong sense of community
5. Cultivate an inspired workplace where staff are at their best

We focus our efforts and resources on delivering engaging, dynamic programs that increase involvement in sport and recreation and deliver performance success for the whole of our community. We provide unique and exciting student learning opportunities that foster personal growth, skill-building, and leadership development. We create high quality, community building events where people can connect, have fun, and get involved with UBC, recreation, and varsity sport.

### **SUPERVISION RECEIVED:**

This position reports directly to the Head Hockey Instructor and Program Coordinator for UBC Hockey. The position works under general supervision both independently and in a team environment. The employee works under a set of policies and procedures and is expected to defer to the supervisor when any judgment or decision making outside these parameters is required. The role maintains regular contact with the supervisor through email, phone and in-person interactions.

## **QUALIFICATIONS:**

Students that would fit well within the position are those that have a sound knowledge of the hockey game, rules, and regulations. Students that show leadership qualities, work independently and have the natural ability to lead and command a group of people would be excellent fits. Those who are also able to exercise sound judgement and can solve problematic situations in high stress situations will also find this position a great fit. Someone who is also enthusiastic about maintaining health and wellness through sport instruction and can attest to those particular passions would be an ideal candidate for this position.

### **KNOWLEDGE, SKILLS, EDUCATION AND EXPERIENCE**

- Current or returning UBC student (any degree or program)
- Previous experience in hockey coaching or instruction
- Able to work evenings and weekends
- Willing to obtain First Aid certification
- As this position will be working with youth, a criminal record check will be required
- Able to work both independently and in a team environment
- Strong skating ability is mandatory
- Strong hockey knowledge or have played competitive hockey is an asset
- Ability to learn quickly and exercise sound judgment to solve problems
- Must be detail-oriented
- Excellent problem solving skills
- Excellent written and oral communication
- Enthusiastic, organized and responsible
- Classroom learning includes, but is not limited to: Foundations of Coaching, Physical Education, Sport Programming, Fundamental Movement Skills/ Biomechanics

### **WORK PLACE SKILL, PERSONAL DEVELOPMENT AND GRADUATE COMPETENCIES**

By the end of the work term, the UBC Arena Hockey/Skating Instructor will have will have gained:

- Experience dealing with conflict and developing constructive conflict resolution skills
- Lesson management and preparation
- Program/Lesson operation and administration knowledge
- Communication skill management dealing with registrants and parents
- Effective time management skills
- Supervisory skills and the ability to exercise authority in a professional manner
- Experience working in a physical education environment

**APPLICATION SUBMISSION:** All applicants must submit a **Cover Letter, Resume, and Class Schedule** for the upcoming term. If you do not have a class schedule for the next term ready when you apply, please note this your cover letter. Applicants that fail to complete this will not be considered.