



Children's Programming & Ice Skating – Graduate Assistant

Description:

The Department of Physical Education, Recreation, and Dance is currently seeking a Graduate Assistant for Children's Programming & Ice Skating. This position will assist both the Coordinator of Figure Skating and the Manager of Family Programming.

The Graduate Assistant will be required to work an average of 20 hours per week. Early morning, evening and weekend hours may be required to supervise programs. The position is renewable contingent upon the satisfactory performance of the individual during the first year.

Responsibilities may include, but are not limited to:

Children's Programming

- Assist with the hiring, training and supervision of staff (instructors, camp staff)
- Observe and evaluate weekend children's programming, vacation programs and summer camps
- Assist with all aspects of planning, coordinating and evaluating the Saturday morning children's programs, school vacation programs and summer camps
- Supervision and oversight of daily summer camp operations including staff, campers and facilities

Ice Skating

- Instruction of select adult and children's skating classes
- Recruit and train junior instructors for PDP classes and Learn to Skate Program
- Evaluate junior instructors and accompany students to USFS test sessions
- Assist with the planning and execution of special events
- Assist with club freestyle and synchronized team duties as needed

Assist the Coordinator of Figure Skating and Manager of Family Programming with other duties as assigned

Required Qualifications:

- Acceptance into Boston University Graduate program
- Experience working with children
- Full member of United States Figure Skating
- Full member of Professional Skating Association
- USFS Competitive skater who has attained a minimum of Gold Test level in Freestyle, Dance, Pairs, or Moves in the Field
- Safesport and USFS Concussion Training

Preferred Qualifications/Experience:

- 3 years minimum experience teaching Learn to Skate or private ice skating lessons
- 2-3 years of experience in a supervisory role (lead teacher, lead instructor, camp director)
- Experience supervising high school and college age populations
- Excellent customer service and communication skills
- Well-organized and able to effectively manage a number of projects simultaneously

Application Process:

Interested applicants should submit a resume, cover letter and two current letters of recommendation to:

Kathleen Nelson, Assistant Director of Programs

katiemac@bu.edu

617-358-3744

Please include information on your Boston University Graduate Degree application process with application materials.