

Columbus Parks and Recreation Department

Position Description

Position Title: (HCCIA) Hamilton Community Center & Ice Arena Staff Member
(Skating Coach)

Date: September 3, 2026

Department: Parks and Recreation

Reports to: HCCIA Customer Service Specialist

Supervises: 0 employees

Summary of Functional Responsibilities:

Focused on customer service in order to provide high quality skating instruction and ease of use at the arena.

Specific Duties of the Position:

- Be familiar with and adhere to the standards of coaching as defined by U.S. Figure Skating and be aware of the rule changes, policies, regulations and programs so as to be able to deliver the product of skating in a professional manner
- Maintain professional competence by continually pursuing educational and professional upgrading including knowledge in related fields beneficial to skating (i.e. performing arts, sport science, sport psychology, officiating, etc.)
- Exhibit important character traits of honesty, reliability/dependability and cooperation when dealing with all participants in the sport so as to bring credit to the profession
- Share responsibility with coaching colleagues, judges/evaluators and club officials to initiate and support actions that are required to meet the needs of the skaters, the club and skating in general
- Actively participate in the development and/or maintenance of desirable standards of coaching practice, education, certification and working conditions in the sport
- Must be up to date with Learn to Skate certification and be knowledgeable of their curriculum requirements.
- Communicate with parents as needed.
- Work with the HCCIA Manager and Customer Service Specialist on registration dates and needs.
- Work with the HCCIA Manager on stocking the pro shop with figure skating needs.
- Must be willing to cover skating coach's classes when needed and available.
- Must dress in a neat, clean and appropriate manner
- Represent the Parks & Recreation Department with the highest level of integrity and respect for the participants
- Any other duties assigned by the HCCIA Manager and Customer Service Specialist.

Judgment:

Work is of ordinary difficulty and complexity and is performed under general supervision.

Education and Experience:

Member in good standing with U.S. Figure Skating.

Relationships Responsibility:

Must be able to work with customers (internal & external) to keep service at the highest standard possible.

Classification of Job:

This is a part-time position with no more than 1559 hours per year and does not provide any benefits.

Working Conditions:

- Exposure to more than ordinary conditions
- Considerable physical effort
- Hours will vary and days will vary.
- Position is safety sensitive and subject to the City's Drug and Alcohol-Free Workplace Policy which requires post-employment offer, pre-employment testing, random testing, post-accident testing, and reasonable suspicion testing
- Criminal Background Checks are required

Must reside in Bartholomew County or adjoining county within six (6) months of employment.

This position is Safety-Sensitive and is subject to the City's Drug and Alcohol-Free Workplace Program which includes: pre-employment testing, random testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing, and annual BMV checks for all drivers.

This description is intended to describe the type of and level of work performed by the person assigned to the job. It is not an exhaustive list of all duties and responsibilities required by a person, and employees at the city may be given other assignments at will.