



Oaks Rink Education Coordinator Job Description

Reports to: Rink Manager
FLSA: Hourly
Approved By: Chief Executive Officer, HR Director, Operations Director, Rink Manager

Position Summary:

As the rink Education Coordinator, you will oversee the rink Education program for students of all ages in our skating facility. You will educate, build, refine, and present the STEM (Science, Technology, Engineering, and Mathematics) social emotional learning, SEL program and other educational programs lesson plans to students in grades K-12. Lessons will be conducted in groups of 50 to 250 and utilize projectors, screens, and sound systems. You will set the tone for each student who visits Oaks Park and the Skating Rink in your program with a great attitude and assist with maintaining a fun and safe environment.

Essential Duties and Job Responsibilities:

- Assist with creating a welcoming environment for students.
- Have and possess technical knowledge of one or more in Science, technology, engineering, and or math.
- Have a passion for education and STEM topics.
- Supervising and educating students.
- Provide consistent, friendly, and helpful customer service to students and employees.
- Display engaging and entertaining stage presence.
- Ensure lesson guest rules and policies are being followed.
- Handle inquiries from parents regarding program.
- Classroom set up and tear down.
- Able to correct and handle inappropriate student behaviors.
- Always maintain safety standards for our guests, yourself, and other employees.
- Respond to customer first-aid calls.
- Responsible for ensuring guests have a memorable learning experience.
- Inform upper Management of any significant concerns and problems.
- Perform other work as assigned, which may not be listed above. These duties may change with or without notice.

Qualifications:

- Must be 18 years old or older.
- Bachelor's Degree or education degree preferred or have passed licensure exams and completed student teaching training.

- 2 or more years of experience working with children in a classroom or camp environment preferred.
- Bilingual in Spanish preferred.
- Have reliable transportation.

Knowledge, Skills, and Abilities:

- Creative mind and strong ability to improvise.
- Have an outstanding outgoing and animated personality.
- Excellent verbal and written communication.
- Proficiency in Microsoft Office with a special emphasis on PowerPoint.
- Skating rink experience preferred but not required.
- Ability to follow all safety practices.
- First Aid certification preferred; will train for certification.
- Work independently and as part of a team.

Physical Demands:

- Constantly using hands for grasping and holding objects necessary for performing duties.
- Standing and walking
- Twisting and bending.
- Heavy lifting may be required.

Schedule:

- MUST be available to work 3 to 5 days per week between the hours of 9 a.m. and 3 p.m. The possibility of occasional prescheduled nights or weekends for informational presentations to schools or PTA's.

Wage:

- This is a part-time, full-year position and is considered nonexempt, which means you are eligible for overtime pay when over 40 hours are worked in a given week. Starting wage is \$17.00 to \$22.00 per hour doe.

Benefits:

- At Oaks Park, some amazing employee perks include free rides and roller skating, discounts on food, REAP card (while supplies last), which allows an employee and a guest to visit several other Non-Profit venues within the state, along with a GREAT FUN atmosphere to work in.

Oaks Park welcomes people from all walks of life and is an inclusive workplace. We believe a great team makes the dream work! Oaks Park is a drug-free workplace and pre-employment drug screen and background check are required.