

# POSITION: SESSION LEAD

REPORTS TO: MANAGER ON DUTY

## SUMMARY:

This is an entry level leadership position. Session Leads are responsible for smooth operation of a Public or Private skating session from start to finish. You will also assign day to day duties to team members.

## JOB SPECIFIC DUTIES:

- Opening / Closing duties including end of session / night paperwork.
- Assist Manager On Duty with Scheduling Employees, Reserving Guest Birthdays and Private rentals, inventory management
- Responsible for keeping work areas organized and functional
- Train new employees and provide continuing education and training to current employees.
- Must be able to perform all team member job duties as required

## REQUIREMENTS:

### EDUCATION AND/OR EXPERIENCE

Must be at least 18 years of age

### GENERAL SKILLS

- Good communication and interpersonal skills
- Strong organizational skills
- Must possess excellent leadership qualities
- Excellent organizational and time management skills.
- People skills with the ability to lead and motivate a team.
- The ability to work in the occasional high-pressure situation and to “think on your feet.”
- Knowledge of Microsoft Office products and general office equipment including copiers, printers, scanners, is a plus.
- Ability to perform moderate to hard physical labor.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to carry out simple verbal or written instructions necessary for the performance of semi-repetitive manual tasks. Ability to communicate effectively and appropriately in English with all age groups.
- Ability to work independently and to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to act in a decisive manner, using good judgment. Must be able to assess problems and situations, anticipate needs and evaluate alternatives.

## PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand; walk; sit; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.