



**Montgomery County Parks Department**  
9500 Brunett Avenue Silver Spring, MD 20901  
Phone (301) 495-2504

**VOLUNTEER JOB DESCRIPTION**

**JOB TITLE:** PROGRAM ASSISTANT - GROUP ICE SKATING LESSONS

**LOCATION:** Cabin John Ice Rink and/or Wheaton Ice Arena

**TIME:** Schedule worked out with Skating director

**JOB DESCRIPTION:**

Montgomery County Ice Rinks provide a variety of ice skating programs for the public. Adults and children can learn to skate or improve their skills through a variety of group lessons offered at each Rink. Program Assistants provide administrative and organizational support under the supervision of the skating director to facilitate the overall execution of the group lesson program. Program assistants are assigned to greeting and checking in customers, handing out materials, and helping customers find their classes and instructors.

**DUTIES AND RESPONSIBILITIES:**

1. Function as an assistant to the Skating Director
2. Provide excellent customer service
3. Perform basic administrative duties assigned by the Skating Director

**QUALIFICATIONS:**

1. Good communication skills
2. Work well with a diverse clientele
3. Follow directions with accuracy and attention to detail

**REQUIREMENTS:**

1. Minimum age: 14 years old
2. Background check required
3. References
4. Commit to a pre-arranged schedule with Skating Director

**TRAINING:**

On the job training provided by the Skating Director

**COMMENTS:**

This is a rewarding opportunity that provides customer service and administrative experience. Volunteers in this position provide a valuable service to the ice rink staff as well as to the public.

**BENEFITS:**

This job has been approved by Montgomery County, MD public schools for service learning hours. Students in private schools may also earn community service hours, depending upon their school requirements.