**GEORGETOWN-SCOTT COUNTY PARKS AND RECREATION**

**POSITION TITLE:** Dance Instructor (Part-Time / Seasonal)

**POSITION CLASSIFICATION:** Non-Exempt

**GRADE:** N/A

**HOURLY RATE:** $7.75 - $55.00

**DEPARTMENT:** Recreation

**IMMEDIATE SUPERVISOR:** Assistant Director Dance or Director of Dance

**SUPERVISES:** N/A

**CHARACTERISTICS OF POSITION:** Dance, teach, and lead dance programs.

**GENERAL DUTIES AND RESPONSIBILITIES:**

**Essential:** Teach various dancing and gymnastics techniques. Design and choreograph dance routines for students. Instruct students on how to warm up and move safely. Demonstrate how to perform dance moves. Responsible for leading dance classes for individual or groups of people. Evaluate and strive to improve new and existing programs. Must be able to handle patron/program participant complaints and deal with the situation in a timely manner.

Works with the Director and the Assistant Director to ensure that all department policies, state and federal labor laws and department procedures are adhered to in all programs. Must thoroughly understand and be able to implement all policies and procedures.

**Nonessential:** May assist Director of Dance and Assistant Director of Dance in any other areas as requested.

 **QUALIFICATIONS/REQUIREMENTS:**

 **Education, Training, Experience**: Performed as a dancer. At least one-year experience instructing dance programs as an apprentice or dance instructor. Must keep availability open and commit to entire session

 **SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge:** Comprehensive knowledge of recreation program planning such as setting goals. Must have a working knowledge of dance techniques and choreography.

Must have a general knowledge and understanding of Federal and State Labor Laws.

**Skills:** Dance and choreography**,** patience, flexibility and sensitivity, professionalism, organizational skills.

**Abilities:** Must have ability to assist with dance programs. Must have the ability to work with a diverse group of people and know how to motivate others. Ability to establish and maintain effective working relationships with Parks and Recreation employees and the public. Ability to implement and maintain a diversified program meeting the fitness, instructional and leisure time needs of the community. Ability to communicate and perform under stress when problems arise. Must be able to set-up and take down equipment.

**ADDITIONAL REQUIREMENTS:**

**Instructions:** Must be able to work within own timeline with minimal instructions daily.

**Processes:** Must review and improve program plans, program ideas etc. as needed.

**Review of Work:** Work is generally reviewed through oral and written reports.

**Analytical Requirements:** Creativity and ability to make decisions are required.

**Work Environment:** Work will be done primarily indoors. There may be some outdoor performances scheduled.

**Availability:** Must be available during scheduled class hours and able to sub as needed.

**Physical Demands:**

**Lifting**: Some lifting required. Positioning dance and gymnastics equipment. Requires standing, walking, and sitting.

**Use of Equipment**: Equipment related to dance and gymnastics, mats, music players, normal office equipment. Must be able to set up and take down class equipment.

**Vehicle Operation**: A valid Kentucky state license must be on file at the Parks and Recreation office for vehicle use. Drivers must be 18 years of age.