



**VILLAGE OF ALLOUEZ
POSITION DESCRIPTION**

POSITION TITLE:	Recreation Dance Instructor	PAY RANGE:	\$16.00 per hour starting
REPORTS TO:	Recreation Supervisor	FLSA STATUS:	Non-Exempt

JOB ROLE: The dance instructor is responsible for helping with the **planning** and **leading** organized dance classes for youth ages 3-12 in an instructional setting. The instructor is expected to **promote a positive image** for the Village of Allouez. Lesson plans should be developed to **ensure all participants are involved** in the program. The instructor is also responsible for **providing a safe, fun, and comfortable atmosphere** for all.

DUTIES & RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

- Create a lesson plan for each class with other instructor(s).
- Teach technique in various dance disciplines.
- Teaches at least three (3) routines (different disciplines of dance) to each class.
- Assists with planning of program rehearsal and recital.
- Checks facility prior to class for unsafe situations.
- Reports all significant events, problems, issues, or occurrences to immediate supervisor as needed.
- Observes and follows safety rules at all times.
- Develops a positive relationship with program participants, their families, other Village of Allouez dance staff, and general public.
- Reports to work on time, and does not leave their job until closing or unless directed by their immediate supervisor.
- Assure all participants are safely departed before breaking or leaving for the day.
- Assures the safe keeping of all equipment.
- Assists in ordering costumes for rehearsal and recital.

POSITION QUALIFICATIONS:

- Must be at least 16 years of age.
- Experience working with children.
- Complete knowledge of dance.
 - Dance skills and terminology.
- Must have transportation to and from work

- Current CPR and First Aid Certifications are preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work with preschool and school age children.
- Ability to lead, plan and organize variety of dance routines in different disciplines.
 - ie. Jazz, Hip-Hop, Ballet, and Tap
- Ability to work cooperatively with other dance instructors and Village Staff.
- Ability to interact with parents/guardians when necessary.
- Ability to accomplish tasks with little direct supervision.

SUPERVISION/DECISION MAKING: Does not supervise other staff. Decisions affect the operation of the program. Receives general supervision.

INTERACTION: Frequent contact with program participants and their parents. As well as some interaction with immediate supervisor, residents, and general public. Contacts involve routine matters where information is furnished or obtained.

HOURS OF WORK:

- Program runs:
 - Thursday evenings
 - Classes can be changed based on availability.
 - 26 Week session
 - Typically September-April
- Time commitment: Up to 4 hours a week depending on classes and planning.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. The Village reserves the right to add, change or delete functions of this position at any time.