JOB DESCRIPTION

POSITION TITLE: Dance Instructor

DEPARTMENT: Parks, Recreation & Forestry

REPORTS TO: Recreation Supervisor

FLSA CATEGORY: Non-Exempt

EMPLOYMENT CLASSIFICATION: Seasonal

PAY TYPE: Hourly

RANGE: $11.82 - $12.72

LATEST REVISION DATE: 02/2019

POSITION SUMMARY

The Dance Instructor is responsible for organizing and teaching classes of varying age groups. The instructor is expected to promote a positive image for the Village of Bellevue and the Park, Recreation & Forestry Department. 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Create and follow lesson plans for each class.

- 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, 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.

- Checks facilities for unsafe situations.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Ability to create lesson plans and routines.

- Ability to work well with children – personable, enthusiastic, patient.

- Ability to lead – good leadership qualities.

- Ability to physically work with children throughout the coaching process – good physical condition.

- Ability to interact with parents/guardians when necessary.

REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- Experience working with children.

- Experience in either poms, cheerleading or dance.

Additional Requirements

- 18 years of age or older preferred.

- Must have transportation means to and from work site.

PHYSICAL DEMANDS

- Position require physical activity common with dance instruction.