



Job Title: Dance Instructor (Ballet, Tap, Jazz, Hip Hop, Pom/Jazz, Tumbling)
Department: Parks and Recreation
Reports To: Recreation Specialist
Pay: \$25 - \$30/hour, Depending on Qualifications
Shifts: Part-time position
Thursdays, 12:15-1:00 p.m.
Online Application: www.desperesmo.org/325

Thank you for your interest in employment with The City of Des Peres and The Lodge Des Peres. To be considered for employment please APPLY ONLINE at <http://www.desperesmo.org/325>. The website lists available positions, job descriptions, requirements and application instructions.

Summary

Responsibilities include but not limited to instructing the students, taking attendance, demonstrating dance moves, choreographing age appropriate routines, selecting and assisting with the costume measurements. Work as part of the team in planning, choreographing, and implementing the spring dance recital including costumes. Responsible for following the guidelines of The Lodge Life by providing excellent customer service, empowering other team members, bringing the community together, creating experiences worth repeating, and constantly improving our services. The City of Des Peres is an Equal Opportunity Employer. Reasonable accommodation will be provided as required by law.

Essential Duties and Responsibilities include the following. However, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Greets students in a friendly manner by name.
- Choreograph the age appropriate dance routines for the spring recital.
- Instruction of students in ballet, tap, jazz, and hip hop classes using correct terminology.
- Constantly updates oneself on new information and changes occurring throughout the facility.
- Provides customer service in a tactful, professional and friendly manner.
- Exercises good interpersonal skills by gladly assisting others to accomplish the work of the organization, even if it outside the scope of regular duties.
- Performs public relations tasks such as administering rules of the facility.
- Acts in a dependable manner by meeting schedules and deadlines, adhering to policies and procedures, and maintaining excellent attendance records.
- Enforcement of facility policies and City rules and regulations.
- Reports problems, suggestions or equipment issues immediately to the direct supervisor.
- Communicate with supervisor and teammates in a timely manner.
- Dress in a professional manner appropriate for the work you are performing.

Education and Experience Required

A high school diploma required. Some college is preferred. Three years related work experience is preferred.

Supervisory Duties

Limited to a dance aide or support staff as needed.

Knowledge, Skills and Abilities

Knowledge of

- Dance terminology
- Child development so as to have appropriate expectations

Ability to

- Demonstrate dance movements
- Choreograph dance routines at age appropriate levels
- Work with preschool and school age students
- Prioritize tasks
- Operate office machines and equipment
- Communicate with coworkers, students and parents
- Work Tuesday, Wednesday, or Thursday evenings and Thursday, Friday, or Saturday mornings

Language and Mathematical Skills

Ability to read and comprehend simple instructions, short correspondences and memos. Ability to write simple correspondence. Ability to add, subtract, multiply and divide using whole numbers, common fractions, and decimals. Ability to compute rates, ratios and percentages.

Mental and Physical Demands described 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 meet these demands.

Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Regularly required to sit, stand, walk and reach with hands and arms. Must be able to see, speak and hear.

Work Environment

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud.