



Position Title: Dance Instructor

Reports To: Site Liaison
Supervises Others: No

GENERAL PURPOSE OF JOB:

The Dance Instructor must be able to provide students with the necessary instruction and supplies needed for gaining a basic knowledge of the practice and the history of dance. They must also act as a positive role model, coach, and mentor. The Dance Instructor must have a genuine interest in the growth, development, and provision of a safe and nurturing environment for the students we serve as well as a basic knowledge of the fundamental principles of dance. Ensuring that Music Changing Lives students reach their potential will take a tremendous amount of hard work, flexibility, and commitment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Dance Instructor must be able to lead a group of 5-15 students in an instructional setting, maintaining high standards for behavior and safety by implementing the various dance activities including:

1. Prepare progressive lesson plans, which will enhance the experience of program participants
2. Choreograph one dance per class or per student for end-of-year recitals
4. Report injuries and complete required forms.

Other Responsibilities:

- Serve as a positive adult role model for children in the program through appropriate dress, speech, and attitude.
- Ensure homework assistance, academic enrichment, is being implemented while using curriculum and materials provided by MCL.
- Support students in making positive behavior choices and take disciplinary measures when appropriate.
- Engage children and youth by following, implementing, and assisting in creating lesson plans.
- Ensure student safety by assisting in set up, break down, and ongoing maintenance in an effort to keep the designated work areas are clean and orderly.
- Promote positive interactions between volunteers and students in accordance with child safety guidelines.



- Maintain student safety by taking roll and reviewing sign-in/ sign-outs for students and volunteers.
- Maintains highest degree of confidentiality in staff, student, and volunteer matters.
- Participate in staff development activities
- Identify student needs and communicate to Site Coordinator, teachers, MCL administration, parents, and volunteers as appropriate.
- Arrive punctually in order to meet responsibilities in site start-up and assignments, maintain close communication with MCL Coordinator regarding planned or emergency absences for the same reason.
- Assists in keeping the site clean, including cleaning tables, and workspace.
- Commit to a full-year program, demonstrated by arriving on time, every day and completing time cards appropriately.

QUALIFICATIONS:

- High School Diploma or G.E.D. required
- Bachelor's Degree in Dance, Dance Education, or professional dance experience
- Must be able to pass Live Scan (criminal background check via fingerprinting)
- At least six months experience working with a group of 10 or more students in a classroom, afterschool, or recreation environment
- Excellent communication skills (written and verbal)
- Displays exceptional interpersonal skills and a high level of customer service
- Displays excellent problem-solving skills and initiative
- Willing to work late/flexible hours

COMPUTER & EQUIPMENT SKILLS:

- Word Processing/Data Entry
- Use of Typical Office Equipment