



WOOD DALE PARK DISTRICT

Position Description

Job Title	Dance Instructor, Temporary Position
Department	Recreation, Dance
Employment Status	Part-time, Temporary
Pay Rate	\$20 - \$25 per hour, depending upon qualifications.
FLSA Classification	Non-Exempt

Scope of Work

A Dance Instructor is needed while current Dance Instructor is on maternity leave. Will job shadow beginning the week of March 25, 2019, so the new hire will experience how the classes are run and will meet the students. Beginning April 1, 2019, the new hire will run the classes on their own leading into the concert on June 8, 2019.

Work Location

Wood Dale Recreation Center, 111 E. Foster Avenue, Wood Dale, Illinois

Contact with Others

Position involves the ability to positively interact with parents of the dance students.

Supervision

Received General supervision is provided by the Dance Coordinator and the Recreation Supervisor.

Exercised

Essential Job Functions

- Supervises and instructs the dance students (age 15 months to 13 years) in the following genres: Hip Hop, Ballet, Musical Theater, and Lyrical in the following schedule:

Monday

- 10:00AM-10:30AM - Baby Ballet (ages 2 - 4)
- 10:30AM - 11:00AM - Dance With Me (ages 15 months - 2yrs)
- 11:45AM - 12:15PM - Pre Ballet (ages 4 - 6)
- 6:30PM - 7:00PM - Little Hip Hop (ages 4 - 6)
- 7:00PM - 8:00PM - Musical Theater I/II (ages 7 & up)

Tuesday

- 5:30PM - 6:00PM - Little Hip Hop (ages 4 - 6)
- 6:00PM - 7:00PM - Intro Musical Theater (ages 4 - 6)
-

Wednesday

- 6:15PM - 6:45PM - Pre Ballet (ages 2 - 4)
- 6:45PM - 7:45PM - Lyrical II/III (ages 10 & up)

Thursday

- 11:00AM - 11:30AM - Dance With Me (ages 15 months to 2yrs)
- 11:45AM - 12:15PM - Baby Ballet (ages 2 - 4)
- 6:00PM - 7:30PM - Mini Company (ages 6 & 7)

No classes on Friday, Saturday, or Sunday

- Attends work regularly, as scheduled

Other Job Functions

- Performs all other duties, as assigned

Requirements of Work

High School diploma
 1 to 3 years of Dance Teaching experience
 Experience of working with children, ages 15 months to 13 years old

Knowledge of These specific Genres

- Hip Hop
- Ballet
- Musical Theater
- Lyrical

Ability to

- Stay organized and meet deadlines
- Communicate well with internal staff and external contacts, vendors and the public both in writing and verbally
- Complete tasks and attain goals with minimal supervision

Necessary Special Requirements

- Possession of valid driver's license
- First aid and CPR/AED certification, or obtain upon hire

Working Conditions

The physical demands described here 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 perform the essential functions.

- Hand-eye coordination is necessary to operate computers and various pieces of office equipment
- While performing job duties, the employee frequently is required to sit, stand, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls; and bend and reach with hands and arms
- The employee is occasionally required to walk, sit, climb, or balance; stoop, kneel, crouch, or crawl; and smell
- Must occasionally lift, move and/or carry items weighing up to 25 pounds

Environmental Considerations

May be exposed to elements when driving to meetings or when participating in outdoor activities. Most work tasks are performed indoors in an office setting with fluorescent lighting and controlled temperature.