



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Central Connecticut Coast YMCA Job Description

Job Title: Dance Instructor I
Coordinator

Reports To: Dance

Salary Range: \$10.10 - \$15.00/hour

Work Location: Lakewood-Trumbull

YMCA

FLSA: Non-exempt – Part-time

Work Schedule: As Needed

A Career with a Cause:

At the YMCA, strengthening community is our cause. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

We are welcoming: we are open to all. We are a place where you can belong and grow. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world.

We are nurturing: we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Position Summary:

Under the direction of the Dance Coordinator, the Dance Instructor I provides a professional dance experience to all students. The Dance Instructor I takes responsibility for leading dance classes for individuals or groups of dancers by demonstrating a strong technique for students to replicate in various dance styles, while educating each student on the history of dance and proper dance terminology. This position acts as a mentorship between the instructor and student to instill confidence and dance progression by observing and evaluating each students' progress in the direction of making positive suggestions for improvement. The Dance Instructor I also choreographs performing dance students for recitals and other theatres.

Essential Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The essential functions of this position include, but are not limited to the following:

- Demonstrate the values of caring, honesty, respect, and responsibility in relationships with all YMCA employees, members, volunteers, vendors, and guests.
- Treat all students fairly, irrespective of their race, color, creed, social standing, sex or ability in order to make it possible to for each student to develop his/her educational, social, and moral potential to the full.
- Prepare effective lesson plans and teaching methods that can be adaptive to a variety of students to keep dancers motivated and engaged.
- Monitor students' performance level and create achievable goals to be reached over a period of time.
- Effectively converse with students, parents, and Dance Coordinator to resolve class or student behavioral or social matters to ensure a fun and safe environment.
- Interact with parents in a positive and professional manner, when necessary, to update families on class and event schedule changes, makeup class information, upcoming dance events, performances, and/or new programs.
- Follow proper opening and closing procedures of the dance studio before and after class, including taking weekly attendance, relaying all important announcements and information to each student before class, turning off sounds system, and returning all equipment that may be used during class to their designated space.
- Actively participate in staff, branch and/or association meetings as assigned.
- Recommend high performing students for the Company Y Competitive Dance Team through 'Star Student Chart' in the Dance Role Book Binder.
- Assist in special dance events such as workshops, clinics, camps, dress rehearsals, class costume days, holiday shows, community performances and/or other outreach or promotional events pertaining to the dance program.
- Select appropriate music and playlists that best reflect the age range, dance style, and genre being taught.
- Maintain a professional appearance and demeanor at all times.
- All other duties that may be assigned by the Dance Coordinator.

Experience Education, and Qualifications:

- 1 or more years of previous dance teaching or related experience.
- Must obtain a CPR, AED, and first aid certification within first 6 months of hire.
- Possess a varied and successful record in teaching dance.
- Must be detail-oriented, confidentiality-conscious, and organized.

- Willingness to seek advanced training and added responsibilities.
- Able to apply common sense and understanding to carry out position responsibilities.
- Excellent communication (both verbal and written) and interpersonal skills are critical to the success of this position.
- Demonstrated ability to multi-task and handle multiple demands simultaneously with minimal direction.
- Possess and demonstrate excellent customer service, decision-making, problem solving, team focus, critical thinking, and personal leadership skills.
- Solve problems by taking a leadership role in handling a variety of situations, problems, issues and/or complaints from employees.
- Knowledge of nonprofit and/or YMCA operations.
- Possess a general knowledge and understanding of the YMCA, its goals, and its mission.
- Able to work a flexible work schedule if needed with advanced notice.

Trainings & Certifications:

- Must complete online Blood borne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must complete other New Employee training within the first 90-days of employment.
- Must complete Listen First and Child Abuse Prevention trainings within the first 90-days of employment.

Core Competencies:

- **Collaboration:** Creates sustainable relationships within the Y and with other organizations in service to the community
- **Communication & Influence** Listens and expresses self effectively and in such a way that engages, inspires, and builds commitment to the Y's cause
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence
- **Functional Expertise:** Executes superior technical skills for the role
- **Innovation:** Creates and implements new and relevant approaches and activities that improve and expand the Y's work and impact in the community
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential
- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations

Effect on End Results

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Dance Instructor be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

1. Strong relationships with dancers and positive department image is developed.
2. All dancers, and parents feel supported and informed by the dance department.
3. Dance department meets or exceeds its goals for youth development, social responsibility, and dance training.
4. High performing dance students with high rates of retention for the CCCY.

Physical Demands:

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must be able to lift and/or move up to 45 pounds and be able to perform repetitive lifting, bending, kneeling, and stooping during the course of a 2-5-hour shift. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Position requires sitting for extended periods of time and repetitive data entry.

Work Environment:

This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Application Information:

Submit a cover letter, resume, and four references by **June 15, 2019** to **Anisah Richardson, Dance Coordinator** at **arichardson@cccymca.org**