

# **Play Action Sports. Dance & Fitness**

## **Dance Coordinator job description**

**Title:** Dance Coordinator

**Salary:** Commensurate with experience

**General Description:** Responsible for the hands-on leadership, development, and administration of dance programs, classes, clinics and camps. Assist in other youth programs. Work schedule includes Saturdays during dance programs.

**Qualifications:**

- Recreation, or related experience.
- Must maintain CPR and First Aid Certifications within 45 day of employment.
- Lifeguard and CDL certifications highly desired, not a must.
- Must pass criminal background check.
- Warm, friendly, enthusiastic personality. Ability to establish and maintain harmonious relationships with children, parents, staff and volunteers.

**Principle Activities:**

- Administration of All disciplines of dance( ballet, Point, African,, jazz, dance team, praise, cheerleading , tap, hip-hop, modern, programs.
- Develop and lead dance classes, skill clinics and new programs for a variety of ages, abilities, and disciplines.
- Run summer dance, programs and specialty camps; assist in other camps
- Recruit, train, and supervise volunteers and staff within approved budget guidelines and following established policies and procedures.
- Care for and maintain all dance supplies, materials and equipment of Play Action Sports, Dance, and Fitness.
- Promote and evaluate programs and service.
- Take an active role in representing the Play Action Sports, Dance & Fitness throughout the community and develop relationships with schools, studio dept. and other agencies.
- Work cooperatively with the school systems and Parks Department to secure needed gymnasiums and studios, and multi-purpose room.
- Work in collaboration with others on special events and other programs.
- Maintain all dance supplies, materials, and equipment of Play Action Sports, Dance & Fitness, including the research and ordering of new equipment when sanctioned.
- Review and update program operations systems, including computer and paper program registration, office procedures, record keeping, and program fees.

**Other:**

- Maintain professional attitude and manner.
- Attend and actively participate in all staff meetings and trainings.
- Follow and enforce all Play Action Sports, Dance & fitness rules, policies, goals and philosophies.
- Treat members and other employees with dignity and respect.
- Provide for the health and safety of members and participants at all times.
- Create and maintain a positive image at all points of contact with the public.
- Perform other duties as assigned.

We understand and mutually agree that the above description represents the job to be performed.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

DeBorja Brantley, Business /Program Executive