Job Description for Dance Instructor

Reports to: Executive Director Classification: Seasonal

Role:
The Dance Instructor for the iCan Dance program, along with a second Dance Instructor, is responsible for the coordination and delivery of a safe and successful dance program. In addition to running the program during the week, the Dance Instructor is the Shine field staff primarily responsible for communicating with the host Camp/Program Director and Shine management to prepare for and ensure delivery of a high-quality program.

Major Duties and Responsibilities:
- Responsible for communications with host Camp/Program Director, coordinating all information regarding the dance program two weeks prior to the program week
- Provides information to parents of dancers during the Parent Orientation (for camps) and throughout the program week for camps and ASPs
- Trains and manages volunteers during each program day (as well as Sunday training for camps)
- Responsible for behavior management of dancers, to include analysis of paperwork supplied by parents, observation of dancers, creating and executing an accommodation plan for each dancer, training and coaching volunteers, and direct interaction with dancers and their parents
- As well as a thorough knowledge of the program the Dance Instructor should be open to ongoing learning and adapting to the needs of participants as needed
- Excellent communication skills are required for interaction with host staff, parents, dancers, volunteers, other Shine staff, media representatives and other attendees at a camp or after-school program
- Responsible for the safety of dancers and volunteers during the week
- Responsible for accurate and complete administrative reporting as required

Expectations:

1. Represent the organization in a professional manner at all times in adherence with the iCan Shine Core Values
2. Communicate regularly with the Executive Director
3. Hold all participant related information in strict confidence
4. Attend training as determined by the Executive Director

Required knowledge & skills:

Experience: Experience working with individuals with disabilities is preferred, but not required
Experience working with children is required
Experience with or knowledge of sports or recreation programs is preferred

Age: Minimum age is 18

Interpersonal skills: Professionalism, courtesy and integrity are essential elements of the job. The work involves extensive personal contact with others in a fast-paced setting. Problems encountered may be of a unique nature requiring creative, quick, and diplomatic solutions. iCS staff is largely unsupervised in the field. Staff must be able to self-monitor and self-manage their job responsibilities. For iCan Dance camps travel is required during the spring, summer and winter school breaks. Must be able to communicate effectively and maintain a professional one on one working relationship with all individuals.

Physical fitness: iCan Dance Instructors must be physically fit and healthy.