

**LINDENHURST PARK DISTRICT**  
**JOB DESCRIPTION**

Job Title: Dance Instructor  
Classification: Part Time, Hourly  
Salary Range: \$15.00-\$27.00/hr  
Department: Recreation



**JOB SUMMARY**

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Under the supervision of the Athletic Program Manager and Dance Director, the Dance Instructor is responsible for the planning, choreography and instruction of a variety of dance styles to children ages 2-14 years of age. The Instructor will be thoroughly knowledgeable in and able to instruct ballet, tap, jazz, lyrical and hip hop dance.

**JOB DUTIES**

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- Provide active supervision of participants, ensuring safety as a priority at all times.
- Select and plan class content, which includes stretching, improvisation, dance techniques, and combinations (all classes should include a warm up period).
- Appropriate selection of all music and choreography of dance combinations for each class being taught.
- Assist the Dance Director with showcase, dress rehearsal and recital.
- Attend periodic staff meetings and/or training.
- Plan lessons that will provide dancers with an appreciation of the physical and mental discipline necessary to properly execute dance techniques, mood expression, how to tell a story through dance, the importance of line, and how to portray ease and grace despite the high level of difficulty involved.
- Measure for costumes and choose sizing based on the measurements.
- Provide schedule of proposed class content to Director at the start of each session.
- Coordinate with Dance Director to assess dancers' individual needs.
- Maintain accurate attendance records.
- Maintain order and enforce rules.
- Perform set-up and clean up responsibilities as needed.
- Ensure classroom equipment is maintained properly and stored in an orderly fashion.
- Adhere to scheduled hours.
- Work well with other staff, supervisors, participants and families.
- Assume all other responsibilities as assigned.

**STAFF EXPECTATIONS**

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Be a role model to participants and other staff members. Communicate appropriately and effectively to participants, families, coworkers and general public. This person must have the ability to produce accurate work on a timely basis and to perform duties with initiative, persistence, creativity, integrity, good judgment, tact and courtesy. Knowledge of LindenHurst Park District's properties, facilities, and staff.

**SAFETY & LOSS CONTROL**

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Obey and enforce safety rules and procedures as listed in the Safety Manual for Staff and Volunteers Loss Prevention Programs, and with applicable sections of the Personnel Policy Manual(s). Current first-aid and CPR certificate or ability to certify upon hire is required. Should be familiar with the current safety precautions used in recreation and park settings. Ensure availability of appropriate personal protective equipment and first-aid kits. Continually observe and evaluate work conditions and practices. Correct unsafe conditions and practices immediately upon discovery. Report all incidents, accidents, and

injuries promptly. Comply with all reporting requirements and follow-up investigating procedures to remedy unsafe conditions.

### EMPLOYMENT STANDARDS

Training, Experience & Desirable Attributes - Must be at least 16 years of age. Prior experience as a former dance student, professional dancer or teacher with at least three years of experience teaching ballet, tap and hip hop dance. Five years of study with a public or private dance instructor/studio and/or completion of a college dance program. Ability to demonstrate basic to intermediate steps in ballet, tap and hip hop. Staff are encouraged to seek additional dance training and education. Must also have experience and knowledge of one of the following dance styles: lyrical, contemporary or modern. Willingness to work a flexible schedule: evenings and weekends.

Lindenhurst Park District will conduct a criminal background check on all applicants for this position. Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. Lindenhurst Park District reserves the right to make any and all inquiries into an applicant's employment.

Employees are required to furnish proof of citizenship or right to work by completing the federal Form I-9 and proving the appropriate supporting documentation within the first three days of employment. Employees may also be required to furnish the Lindenhurst Park District with a certified proof of date of birth at the time of hire.

The Dance Instructor staff may terminate employment with the Lindenhurst Park District at any time and the Park District reserves the similar right.

### PSYCHOLOGICAL CONSIDERATIONS

The Dance Instructor must assist in resolving differences and problems that arise with participants, parents and personnel with immediate supervisors. Staff may also have to work under stressful situations when first-aid or CPR is required.

### PHYSICAL AND ENVIRONMENTAL CONSIDERATIONS

Job requires Dance Instructor to be physically able to perform duties at all times. Employee performs activities indoors. Indoor environment conditions will include lighting and temperature.

Sitting – occasionally	Walking – frequently	Strength – Up to 40lbs; up to 100lbs with assistance
Climbing – occasionally	Balancing – frequently	Stooping – frequently
Kneeling – occasionally	Crouching – frequently	Crawling – occasionally
Reaching – frequently	Handling – frequently	Feeling – occasionally

PHYSIOLOGICAL CONSIDERATIONS

Will need to respond quickly and accurately. Must be able to work and communicate effectively with the volunteers, participants, parents, media, staff, etc.

COGNITIVE CONSIDERATIONS

Employee must be able to follow directions and perform work activities as described. Must be able to read and understand written materials and manuals and follow rules and verbal instructions. Must possess good safety awareness and judgment.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the Lindenhurst Park District, in accordance with State and Federal law to provide equal employment opportunities to all qualified persons. All personnel policies and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, discharge and other terms and conditions of employment are made and executed without regard to race, color, religion, sex, national origin, citizenship status, ancestry, age, marital status, military status, physical or mental disability unrelated to a person's ability to perform the essential functions of his/her job, association with a person with a disability or unfavorable discharge from military service.

I UNDERSTAND AND WILL COMPLY WITH ALL AREAS WITHIN THIS POSITION DESCRIPTION AND ANY AND ALL OTHER PARK DISTRICT POLICIES, RULES AND GUIDELINES AS PROMULGATED PERIODICALLY.

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Signature of Employee

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Date

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(Please Print Full Name of Employee)