

YMCA of Catawba Valley Job Description

Position: Dance Instructor

Branch: Sally's

Reports To: Sr. Youth Development Director **Classification:** Part-Time, Non-Exempt

General Function:

Under the direction of the Senior Director of Youth Development and consistent with the Christian mission of the Catawba Valley YMCA, the Dance Instructor will be responsible for implementing the Dance Program for the branch, its members, and the community.

Requirements:

- Assist in special events when needed
- Instruct dance classes at agreed upon scheduled times
- Arrange for substitutes to teach scheduled classes when necessary
- Cooperate with other department instructors in the selection and ordering of costumes, as well as the organization and staging for recitals

Minimum Standards and Required Certifications:

- Must be able to communicate well with others, enthusiastic personality and ability to teach.
- A Dance or related degree or equivalent work experience.
- Present a professional image to parents and general public.
- General knowledge of YMCA programs and philosophies, and understanding of Christian principles.
- Ability to work in and resolve conflict situations and develop harmonious relationships with staff, participants, members.
- Strong organizational skills.

Physical Requirements:

The Dance Instructor must represent the organization in a professional image. He/she must be able to maneuver the grounds and facilities freely and be capable of speaking clearly, including, but not limited to: walking, stooping, carrying minimum of 50 lbs., sitting, standing, pushing, climbing, kneeling, lifting minimum of 50 lbs., and crouching.

Safety Policy:

The Dance Instructor will be responsible for observing the following rules:

- No alcohol or drugs will be used on the job at any time.
- Report all job accidents the same day the accident happens.
- Obtain authorization from your supervisor for all non-emergency treatments for accidents.
- Wear seat belts at all times in company vehicles.
- Keep the area where you work clean and neat at all times.
- Do not remove or bypass any guards on any machinery at any time.
- Ask your supervisor when you need additional equipment or instructions to get the job done safely.
- Lift with your legs, not your back, and get assistance with loads over 50 pounds.
- Advise your supervisor of any hazardous conditions.
- Follow all other written and spoken safety rules.

Effect on End Result:

The Dance Instructor represents the YMCA in a professional, courteous, friendly and helpful manner to members and prospective members. The Dance Instructor will provide a safe, clean and caring environment at the Sally's YMCA for the YMCA's members and prospective members.

Introductory Period

A 90-day review will be conducted after the employee start date. The purpose of such an initial introductory period is to provide an opportunity for both the YMCA of Catawba Valley and the new employee to assess their respective satisfaction and suitability to the job.

Employee **Date**

Supervisor **Date**