Music and Arts Day Camp

Job Title: Dance Instructor
Position reports to: Camp Director; Day Camp Coordinator
Salary Range/Hours: $10-$14 per hour; 35 Hours per week

Position Summary: Instruct campers in ballet, jazz, tap, modern, hip hop and general dance technique.

Qualifications:
- Upper Level Undergraduate working towards a degree in Education, Dance, or a Graduate Student, or Educator/Professional with significant training, performance experience and expertise in the area of dance.
- Excellent communication, listening and problem solving skills in dealing with children, ages 5-15.

Duties and Responsibilities:
- Instruct all classes as scheduled.
- Challenge student by instructing at a talent appropriate level
- Develop a weekly curriculum for the class, with the ultimate goal of producing a 3 week and 6 week camper performance
- Create a course description for the classes the instructor will teach after discussions with the Director
- Provide a detailed list of supplies that are needed for the class prior to the camp opening
- Manage and monitor camper behavior throughout the course of the class instruction
- Take daily attendance and notify day camp office of any absences
- Notify Site Director immediately of problem situations or student issues
- Assist with the proper storage and utilization of equipment.
- Must abide by the standards of professional conduct established for Day Camp employees of the University
- All camp employees are hired with the understanding that they will be available to work everyday that camp is in session or the days that they have been scheduled to be onsite for private lessons
- Must adhere to the dress code established for Day Camp: casual shirt, shorts/slacks, sneakers. Sandals are not permitted
- Additional duties as required for the efficient and safe operation of the camp
- Attend all scheduled staff meetings.
- Attend all performances scheduled for classes taught by the Instructor.
- Create weekly lesson plans and send to camp director for approval

Mandatory Training & Clearances:
- Attend all scheduled staff meetings
- Attend staff training prior to the start of camp
- United Educators online course “Sexual Misconduct: How Teachers and Other Educators Can Protect Our Children.
- Act 33/34 and FBI Fingerprint Clearance
- Mandated Reporter Training (Act 31)

General Camp Information:
- 500 population of campers ranging ages 4-15
- Campus environment with staff and students on site
- Urban area with some campers traveling from rural parts of city

**Physical Requirements:**
- Sit: 80%
- Stand: 20%
- Walk: 0%
- See: Continuous with 20/20 acuity
- Stoop/Bend/Kneel/Squat: 0%
- Hear: Continuous
- Speak: Continuous
- Demonstrate correct performance technique: 50%, or as required for a particular lesson.