

Grayslake Park District
240 Commerce Drive
Grayslake, IL 60030
(847) 223-7529
www.glpd.com



Grayslake Community Park District

Year Round, Part-time Preschool Aged Dance Instructor

Job Description:

Under the direction and supervision of the Dance Director and Recreation Supervisor, the Dance Instructor is responsible for duties related to dance classes including communication with supervisors and Park District staff, instructing students, choreographing dance combinations, taking attendance, controlling the music source (CD player/IPOD/Bluetooth), demonstrating dance combinations, and possibly creating routines for performance at the recital for recital level classes. The Dance Instructor should be passionate about building relationships with students and will be responsible for teaching a dynamic group of students a range of diverse techniques.

Essential Duties & Responsibilities:

- Responsible for the direct supervision and safety of children
- Program Instruction: Teach a variety of dance classes for various ages 2 years through adult.
- Observe students to determine physical and artistic qualifications and limitations and plans programs to meet students' needs and aspirations.
- Explain and demonstrate techniques and methods of regulating movements of body to musical and rhythmic accompaniment.
- Motivate and inspire students to achieve their goals in their chosen area of dance.
- Evaluate student performance and make recommendations for improvement.
- Enforce a fun and creative environment.
- Keep up to date disciplinary actions and implement any changes to dance routines and curriculum as needed.
- Take accurate attendance for each class session.
- Work with the Recreation Supervisor and Dance Director to expand youth and adult dance program.
- Assist with the recruitment of professional dance instructors.
- Work with the Dance Director to measure dancers for recital costumes.
- Provide customer service and friendliness to all participants and parents
- Greet the participants by name and parents on a daily basis
- Report any problems to the Dance Director or Recreation Supervisor
- Communicate information to staff members and participants, as needed
- Maintain an approachable appearance and be friendly to participants and parents
- Attend all staff meetings and trainings
- Arrive on time as scheduled and dress appropriately to work
- Assist with set up and clean up

Physical Demands

The job may entail climbing, running, crawling, bending, kneeling, and sitting when working/playing with children. Occasionally movement of supplies, equipment, or moving a child is necessary in which case the maximum weight that you are expected to be able to lift is 25 lbs., though typically it will be less than this.

Minimum Requirements:

Dance Instructor must have a high school diploma or equivalent. Instructor must have a minimum of 2-3 years of instructional dance experience working with children in the age group of the program. First Aid, CPR and AED certification is required or willingness to obtain within 2 weeks. Certification classes are offered by the Grayslake Park District. Must pass a criminal background check.

Schedule:

- Monday - Thursday, late mornings/early afternoons
- Possibly sub other teachers classes when needed

Pay Rate:

Starting at \$20 - 30 per hour pending qualifications

Application Deadline:

Open Until Filled

To Apply:

Download an application at www.glpd.com/employment

Questions:

Contact Dance Director Jenny Reed at jreed@glpd.com or Recreation Supervisor Kendra Ring at kring@glpd.com or call (847) 223-7529