Job Title:	**Voice Instructor**
Department:	**Recreation & Facilities**
Classification:	**Part-Time, Non-Exempt**
Salary Range:	**Hourly**
IMRF Position:	**No**

POSITION FOCUS

Under the general direction of the Cultural Arts Coordinator, the Voice Instructor's role is to provide high quality instruction in voice and vocal techniques to students of varying ages and skill levels within the park district's cultural arts programs.

SUPERVISORY RELATIONSHIPS

Reports directly to the Cultural Arts Coordinator and indirectly to the Cultural Arts Manager.

Does not have direct reports.

ESSENTIAL FUNCTIONS

1. Design and deliver individualized and group voice lessons tailored to students' goals, skill levels, and interests.
2. Give an understanding of breath support and resonance through vocal and breathing exercises.
3. Must understand vocal anatomy and vocal health, as well as techniques to safely enhance students' vocal performance.
4. Select appropriate repertoire for students that aligns with their abilities and development.
5. Prepare students for recitals, auditions, performances, and other events as applicable.
6. Be comfortable accompanying students on the piano. Read music to teach students music as well as provide pitches to help students learn music and accompany them as they rehearse.
7. Maintain open communication with students and/or their parents or guardians regarding progress and lesson plans.
8. Be versed in a variety of music genres such as folk, spiritual, popular, jazz, classical from varying time frames.
9. Wear work appropriate clothing in order to be clearly identified as a District employee, including attire that matches the rest of the chorus for all concerts.
10. Support of an educational and professional environment.
11. Other Duties as assigned.

SECONDARY RESPONSIBLITIES

1. Participate as a team member to assist and improve the overall services.
2. Perform the job safely and in compliance with District policies, procedures, work and safety rules and the employee handbook.
3. Exhibit regular and punctual attendance. Notify supervisor a minimum of 12-48 hours prior to an unexpected absence.
4. Maintain a neat and orderly work environment, returns supplies and items to appropriate location which finished.
5. Conduct self in accordance with District policies and procedures including dress code.
6. Report all incidents and emergencies to supervisor and complete appropriate documents.

7. Attend required meetings and trainings as designated by supervisor.

EDUCATION, EXPERIENCE, AND TRAINING

- Bachelor's degree in music, vocal performance, music education and/or strong background in piano accompaniment with knowledge of historical practices required.
- Must have previous experience teaching vocal lessons and singing, and should be familiar with vocal warm-up techniques.
- Proficiency in a variety of musical genres, including classical, musical theater, and contemporary styles.
- Music reading skills are essential.
- Piano accompaniment skills required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- The ability to pass a background check within the Illinois Park District code requirements.
- Ability to read and interpret music.

HOURS AND ENVIROMENTAL CONSIDERATIONS (includes Physical Demands)

- Hours dependent on schedule and class registrations.
- General work area is an indoor, smoke-free environment with controlled temperatures and fluorescent lighting. With exposure to noise distractions from employees or equipment operation in adjacent work areas. Also, may have infrequent exposure to cleaning materials and office supplies.
- May have limited exposure to infectious disease if required to perform routine first aid or emergency procedures.
- Prolonged periods sitting.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- The ability to observe details at close range.
- Infrequently moves items weighing up to 25 lbs. across office for various needs.
- May require some bending, kneeling, and reaching for items, supplies or materials as directed.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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AFFIRMATIVE ACTION/EEO STATEMENT

At Palatine Park District, we are proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we can serve the Palatine Park District Community.

SIGNATURES

This job description has been reviewed approved by:

Supervisor/Manager Name: _____

Supervisor/Manager Signature: _____ Date: _____

Superintendent/
Superintendent Name: _____

Superintendent/
Superintendent Name: _____ Date: _____

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EMPLOYEE ACKNOWLEDGEMENT STATEMENT

By my signature below I acknowledge that I have received and have had an opportunity to review the copy of my job description.

I understand all my job duties and responsibilities and I am able to perform the core responsibilities as outlined.

I understand that the job description is intended to describe the general nature and level of work performed by me and is not a complete list of responsibilities, duties, and skills required of me in this position.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I recognized that the job description is used by the employer and the employee to clarify expectations regarding reporting relationships, qualifications, physical requirements and essential duties.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

This is not a contract or enforceable promise or guarantee of any kind, of any specific terms or conditions of procedural rights, and that any or all portions of this procedure may be amended or eliminated from time to time without advance notice.

Acknowledgement Signatures

Employee Printed Name: _____

Employee Signature: _____ Date: _____