



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

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## **POSITION FOCUS**

Under the general direction of the ICompete Coordinator the Dance Instructor is responsible for introducing a variety of dance classes to youth (ages 4yr-12yr) that have shown or expressed interest in Hip Hop, Ballet, or Latin Fusion. ICompete looks in introduce dance to beginners or experienced dancers that have limited opportunity due to financial need.

## **SUPERVISORY RELATIONSHIPS**

Reports directly to the IComplete Coordinator and indirectly to the Falcon Park Facility Manager.  
Does not have direct reports.

## **ESSENTIAL FUNCTIONS**

1. Create program plan for each class based on appropriate age and ability of students.
2. Lead dance classes and teach students accurate dance techniques.
3. Keep record of students performance and progress.
4. Complete attendance for each class.
5. Design and choreograph dance routines/performance for each class and assist with ordering costumes.
6. Call and arrange for substitutes for classes when needed. Be available and willing to sub for classes when necessary and when schedule permits.
7. Project a positive, enthusiastic and motivating attitude towards participants.
8. Maintain a safe environment and class structure for all participants, constant monitoring of participants abilities/form/endurance to minimize injury.
9. May be required to respond to emergencies.
10. Report all incidents and emergencies to supervisor and complete appropriate document.
11. Perform other duties as assigned.

## **SECONDARY RESPONSIBILITIES**

1. ICompete hired staff may be asked to work additional programs /events that are offered throughout the academic school year. Ex: Lock-In, Trunk or Treat, Winter Wonderland, Better Together, ICompete Passport, etc.
2. Wear work appropriate clothing in order to be clearly identified as a District employee.
3. Provide quality internal customer service to all Park District Staff.
4. Participate as a team member to assist and improve the overall services.
5. Attend required meetings and trainings as designated by supervisor.
6. Perform the job safely and in compliance with District policies, procedures, work and safety rules and the employee handbook.
7. Exhibit regular and punctual attendance. Notify supervisor a minimum of 48 hours of a shift schedule change.



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8. Maintains a neat and orderly work environment.
9. Conducts self in accordance with District policies and procedures.

## **EDUCATION, EXPERIENCE, AND TRAINING**

- High School diploma/GED or equivalent required
- Extensive dance experience (minimum of 8 years preferred), and at least 2 years of previous teaching experience

## **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- The ability to pass a background check within the Illinois Park District code requirements
- Candidate displays exceptional interpersonal skills, takes initiative, excellent problem solving ability
- Excellent knowledge of Dance techniques and ability to teach varying levels of students.
- Attend meetings with ICompete program coordinator to provide class updates or needs
- Creativity & Spanish speaking a plus.

## **HOURS AND ENVIRONMENTAL CONSIDERATIONS (includes Physical Demands)**

- Hours vary dependent on schedule. Classes daytime, nights and weekends.
  - Additional hours may be required to meet deadlines or for District events.
- 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 of standing and demonstrating dance moves.
- 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.
- Requires bending, kneeling, and reaching for items and a level of flexibility to demonstrate proper dance technique.

## **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: \_\_\_\_\_

Assistant Superintendent/  
Superintendent Name: \_\_\_\_\_

Assistant 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: \_\_\_\_\_