



**Department:** After School  
**Title:** **Activity Leader/Dance Instructor**  
**FLSA Status:** Non-Exempt  
**Salary:** \$18.00/Hour  
**Reports to:** After School Director

**Purpose:** A Dance Instructor is responsible for the planning and implementation of one or more activities in the 21<sup>st</sup> CCLC after school programs. The Dance Instructor should have some expertise in the activity they are leading and knowledge of the developmental needs of their students. Dance Instructor needs to be aware of the required grant outcomes.

### **Essential Functions**

- Establish and maintain communication with Site Coordinator regarding issues that arise during the activity
- Attend mandatory staff trainings and meetings
- Select at least two of the four required grant outcomes as the focus for their activity. *Academic Outcomes: i.e., Verbal & Written Communication Social-Emotional Outcomes: Positive Peer to Peer & Youth to Adult interactions*
- Become familiar with the program quality criteria outlined in the A.P.T.
- Maintain an energetic, enthusiastic, and/or upbeat attitude
- Actively engage in activities with youth
- Closely supervise youth and activities
- When youth behavior is inappropriate, will utilize simple reminders to redirect behavior
- Exhibit appropriate, professional conduct around youth
- Respond to the individual needs, interests and abilities of the students in the activity
- Maintain attendance records for reporting requirements
- Interact with students in a warm and respectful manner
- Adhere to school policy regarding physical restraint
- Design an activity to provide students with opportunities for autonomy, responsibility & leadership (rather than an activity that is always teacher centered)
- Design an activity that is cognitively challenging and stimulates students thinking
- Design an activity that is open-ended, and requires that youth to use creativity and draw upon their own ideas to participate
- Leading a physical activity such, as dance, the activity must promote the social-emotional outcomes of positive peer-to-peer and positive adult-to-youth interactions

### **Additional Responsibilities**

- Develop competencies to apply CES's social justice and equity principles in daily work
- Completes CES activity planning templates before sessions begin
- Attend all relevant CES after school trainings and planning meetings
- Perform other duties as assigned by After School Director or designee

### **Qualifications**

- Highly skilled in group facilitation
- Demonstrated success in experience working with youth
- Excellent verbal and written communication skills



- Highly adaptive, with exceptional problem solving skills
- Ability to work both independently and collaboratively with diverse personalities
- Experienced in maintaining a positive and professional attitude even when under stress

**Preferred Qualifications**

- Certified Dance Instructor

*Candidates who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and practice have prepared them with the equivalent combination of education, training and practice required for the responsibilities of this position.*

**Physical Demands**

- Requires physical condition and mental stamina to endure job stress in the performance of duties, as well as periods of sitting or standing

**Working Conditions**

- Will work both in a high school setting indoors and outdoors

**Terms of Employment**

- Part-time, school year position (through June 2019)
- Up to 6 working hours/week
- This position is not benefit eligible as outlined in the CES Personnel Policies

*CES is an equal opportunity employer. We welcome candidates from all cultural, ethnic and racial backgrounds. Candidates whose backgrounds are well suited to understanding and addressing the need of the diverse student populations we serve are encouraged to apply.*