



## Dance Instructor

Status: Part Time Employee

Start Date: ASAP

### Job Summary:

Teach dance and movement classes to kids age 3-14, including ballet, jazz, kicks and hip-hop. Develop and implement all lesson plans for two 3-month sessions annually with a spring and winter recital, and a summer dance camp.

### What you need to bring to the table:

- Be fun and full of energy.
- Must have dance training and past experience working with youth. Previous dance instruction experience highly desired.
- Dedicated yourself to our mission - Building a healthy, happy community through people, parks, programs and partnerships!

### Hours of Work

- Shifts currently available are Monday, Tuesday, Wednesday and Thursday evenings from 4 pm - 8 pm. Hours on weekend mornings and other weekday afternoons may be available.
- 8 - 15 hours per week
- \$15 per hour

### What you'll be doing:

- Coordinates and implements dance classes and instructional programs.
- Develops cohesive lesson plans, class schedules, and instructional materials.
- Composes programs descriptions, reports, and correspondence; completes incident and accident reports.
- Develops and coordinates dance recitals; distributes and communicates class information to parents and students.
- Instructs dance classes.
- Monitors budget expenditures; assists with the budget preparation and makes recommendations by estimating materials and supplies required for programs and special projects; purchases and maintains equipment and supplies.
- Responds to patron inquiries regarding programs and activities.
- Communicates safety policies and procedures to patrons.
- Operates a computer and a variety of software including Microsoft Office Suite (Excel, Word, and Outlook).
- This position requires excellent inter-personal, communication and organizational skills; and the ability to effectively interact with and contribute to the growth and development of diverse citizen groups.
- Performs all other duties as assigned.

### How to apply:

Completed application with cover letter and resume can be returned to 320 Centennial Dr. Milliken, CO 80534 or emailed to [lguard@trpr.org](mailto:lguard@trpr.org). Please note your dance styles you are qualified and interested in teaching and availability (days and times).

If you're in need of additional information or would like to chat about the position, please feel free to contact Lindsay Guard, Programs Manager at [lguard@trpr.org](mailto:lguard@trpr.org) or 970-660-8660.