

Kosciusko Community YMCA  
**JOB DESCRIPTION**

***Dance Instructor***

Reporting Relationship: Gymnastics Coordinator/Senior Program Director

FLSA Type: Non-Exempt

*Mission Statement: To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.*

**GENERAL FUNCTION**

Provides direct leadership, instruction and motivation for students in dance classes.

**SPECIFIC FUNCTIONS**

Instructs dance lessons as assigned in accordance with YMCA guidelines, having prepared lesson plans accordingly. Ensures safe and effective classes.

- \_\_\_1. Sets up and takes down class equipment. Reports equipment problems.
- \_\_\_2. Maintains effective relationships with the members, participants and other staff.  
Develops rapport with members and provide motivational support and guidance.
- \_\_\_3. Conveys basic information and increases participant awareness of all healthy lifestyle factors.
- \_\_\_4. Attends staff meetings and trainings as required and scheduled.
- \_\_\_5. Encourages member involvement and identifies potential volunteers.
- \_\_\_6. Maintains records as required (i.e. attendance, progress reports, etc.).
- \_\_\_7. May make follow up phone calls to assigned participants.
- \_\_\_8. Trains and supervises class assistants as assigned.
- \_\_\_9. Responds to emergency situations in accordance with YMCA policies and procedures. Completes incident and accident reports as required.

\_\_\_10. Obtains own sub when needing to be absent from work. Communicates absences with supervisor.

\_\_\_11. All other duties as required.

**EDUCATION/ EXPERIENCE**

14 years of age, or older.

Experience as a dance instructor, personal dance experience.

**CERTIFICATIONS**

Current CPR Certification

-Adult, Child, Infant

AED Certification

First Aid Certification

**DISCLAIMER**

**SIGNATURES**

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Dance Instructor Date

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Gymnastics Coordinator/ Senior Program Director Date

Date: 3/2005  
Revised:  
Location: