



# CITY OF HURRICANE

## Dance Coordinator

### Salary

\$10.00 - \$12.00 per hour, depending on experience

Part-time Position (approximately 12-15 hours per week)

### Benefits

A benefit package is not offered with this part-time position.

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## Job Description

### Position Summary

Provides leadership, coordination and scheduling for Dance programs and camps within the City of Hurricane. This is a part-time position consisting of approximately 10-15 hours per week.

### Supervision Received

Works under the general supervision of the Fine Arts Coordinator and the Recreation Director.

**Essential Functions** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- Represents the Recreation Department at City of Hurricane meetings, public meetings, and other meetings upon request.
- Advises administration on issues related to services, staff concerns, and other issues affecting the success of the Fine Arts program.
- Ensures that all dance instructional programs are consistent throughout the city and abides by state and local law.
- Oversees dance, programs, and performances.
- Prepares dance schedules, shift schedules, reports, costume/class supplies ordering with supervisors' approval.
- Oversees, trains, and assists with hiring dance teachers and assistants.
- Strong communication, public relation, and interpersonal skills.
- Ability to read, analyze, and interpret spreadsheets, reports and email information.
- Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- Assists recreation department with phone calls registrations, and customer service when necessary.

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### **Minimum Qualifications**

#### **Qualifications, Education and Experience**

- Minimum of (1-2) years of successful experience in teaching dance to youth or adults.
  - Experience preferred in coordinating dance programs, after school programs, or youth related activities.
  - Ability to become CPR certified within 3 months of hire.
  - Must possess a valid driver's license.
  - Submit/pass a background check.
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### **To Apply**

Submit a completed City of Hurricane Employment Application. Applications can be mailed to 147 N 870 West, Hurricane, Utah 84737 This position will remain open until filled. Refer questions to Human Resources at 435-635-2811 ext. 105. Successful completion of background check is required before employment can begin. The City of Hurricane is an Equal Opportunity Employer.