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.

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.
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.

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.