GEORGINA

Career Opportunity

Town of Georgina Human Resources
careers@georgina.ca

# Dance Instructor – Hip Hop/Ballet

(Job ID# 2019.119SS)

**Department:** Recreation & Culture
**Division:** Recreation Services
**Location:** Locations Vary
**Status:** Sessional (September 25, 2019 – June 30, 2020)
**Scheduled Hours/Shifts:** Varies dependent on program registration
**Number of Positions**: 1-3
**Wage Range:** $17.75-$19.75 per hour
**Date Posted:** August 29, 2019
**Date Closing:** September 12, 2019

**Come work with us!**

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization that is focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

**Position Purpose:**

The main function of this position is to provide a program for the participants to learn proper dance technique/methods, be active and have fun. ***For full details, please see attached job description.***

**Qualifications:**

Eligible candidates must have previous experience instructing groups of all ages and abilities, along with skill and knowledge in dance related programs; possess a current Standard First Aid/CPR certificate, Police Vulnerable Sector Check and the ability to work evenings and weekends as required.

**How to apply:**

Please forward your cover letter and resume in confidence by **September 12, 2019**, identifying the **job title** and ID# **2019.119SS** in the subject line to careers@georgina.ca or in person or by mail to Human Resources, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1

**Committed to diversity and a barrier-free environment:**

The Town of Georgina is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. We respect, encourage, and celebrate diversity. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated throughout this process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

**We thank all candidates for their interest, however only those being considered will be contacted.**

## JOB DESCRIPTION

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# JOB DESCRIPTION

**POSITION:** DANCE INSTRUCTOR

**DEPARTMENT:** Recreation & Culture **DIVISION:** Recreation Services

**DATE PREPARED:** August 21, 2019

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**PRIMARY FUNCTION:**

Responsible for the instruction of students of all ages (pre-school to older adult) various styles of dance and ensuring that they are meeting each student's physical, social and emotional needs during their lessons in accordance to our to the Town of Georgina's standards and expectations. The main function of this position is to provide a program for the participants to learn proper dance technique/methods, be active and have fun.

**SUPERVISION RECEIVED:**
Recreation Services Supervisor

**INDIRECT SUPERVISION RECEIVED:**
Recreation Programmer

**DIRECTION EXERCISED:** None

**WORKING PROCEDURES:**

- Plan and deliver dance lessons for children, youth, adults and/or older adults.
- Deliver enjoyable, structured and well-planned dance activities.
- Explain, demonstrate and develop dance techniques and methods for all ages in a variety of dances.
- Choreograph routines for beginners through to advanced students while using proper dance techniques.
- Provide an opportunity for a mini-recital (child/youth) for participants to showcase their skills to parents/guardians/family/audience at the conclusion of the program.
- Meet the needs of each participant and ensure adequate safety while facilitating the program.
- Take attendance, handle inquiries, manage participants, and ensure policies and procedures are enforced when/where necessary.
- Demonstrates a high level of customer service and provides this service on the front-line of operation and does so in an efficient, courteous and respectful manner;
- Participate in the Town's Health and Safety Program and follow safety practices in work methods and procedures; observes and complies with all relevant Health & Safety regulations.

- Immediately report all concerns (including product), suspicious occurrences and hazardous conditions to the Recreation Services Supervisor or designate.

**The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed job description of the work requirements that may be inherent in the job.**

**SKILL/KNOWLEDGE REQUIREMENTS:**

Previous experience and knowledge in a dance related setting is required;

Previous experience instructing programs or coaching sports is considered an asset;

Confident in teaching large groups in a classroom setting;

Excellent communication skills, both oral and written.

Willingness to work with others and responding constructively to feedback;

Previous Administrative and customer service experience is considered and asset;

Responsible, courteous, good communication skills;

Strong organizational skills;

Ability to work independently without close supervision;

Effective conflict resolution, problem solving and critical thinking skills;

Excellent customer service skills to deal effectively with the general public, participants, parents or guardians.

Must be available to work flexible hours including daytime, evenings, weekends and holidays;