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DULUTH AREA FAMILY YMCA – JOB DESCRIPTION

Job Title: Dance Instructor

FLSA Status: Non-Exempt

Job Type: Part-Time

Reports to: Program/Membership Director

Revision Date: 02/24/22

**Summary/Objective**Instructs dance classes, provides excellent service to members in a safe, enjoyable, and positive environment that promotes member wellness and engagement in accordance with YMCA policies and procedures.

**Our Culture**

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming**: we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger, beginning with you.

**Essential Functions**

* Selects music and develops choreography for assigned classes.
* Carries out lesson plans and instruction to group and communicate with participants about events and classes.
* Conducts energizing, fun, safe, and educational classes.
* Builds effective relationships with members; helps members connect with each other and the YMCA to accomplish the YMCA mission and goals.
* Maintains working knowledge of wellness and trends to provide effective information and support to participants.
* Keeps accurate class attendance records.
* Follows YMCA policies and procedures; responds to emergency situations.
* Fosters an inclusive environment appreciative of differences in the workplace. Meaningfully participate in and lead efforts to support the Y’s commitment to equity and diversity.

**YMCA Competencies**

* Mission Advancement: Accepts and demonstrates the Y’s values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.
* Collaboration*:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person’s point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.
* Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.
* Personal Growth*:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**Supervisory Responsibility**

This position will not have any supervisory roles.

**Physical Demands**

* Ability to conduct classes and activities relating to fitness.
* Ability to perform all physical aspects of the position; including walking, standing, bending, reaching, and lifting
* Must be able to read, write, and communicate both verbally and in written form to express and exchange ideas.
* Must be able to lift up to 10 pounds.

**Position Type/Expected Hours of Work**

This is a part-time position. Hours will depend on the needs of the site.

**Travel**

Travel is no required for this role.

**Required Education and Experience**

* Dance Instructors are required attain CPR, First Aid, and AED certifications.
* At least 18 years of age
* Experience with children in a teaching, camping, instructing or coaching role.
* Commitment of supporting principles of equal opportunity and affirmative action to achieve a diverse work environment.

**Preferred Education and Experience**

* Certification in area(s) of expertise, such as Cardio, Strength, Yoga, Cycle, Mat Pilates, Dance, Active Older Adults, Silver Sneakers, or similar.
* One year of experience teaching dance classes.

**Additional Eligibility Qualifications**

Must be able to successfully pass a background check.

**EEO Statement**

The Duluth Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation, and training.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_