



Job Title: Dance Aide
Department: Parks and Recreation
Reports To: Recreation Specialist
Pay: \$9.00 - \$10.00 DOQ
Shifts: Part-time position approximately 12 hours per week (not to exceed 29 hours per week)
Tuesday, Beginning September 17, 4:30-7:45 p.m.
Wednesday, Beginning September 18, 4:30- 8:30 p.m.
Thursday, Beginning September 12, 4:30-8:30 p.m.
Friday, Beginning September 20, 10 a.m.-12:30 p.m.
Saturday, Beginning September 21, 8 – 10:30 a.m.

Summary

Responsible for assisting the dance instructor with daily duties including but not limited to interacting with students, taking role, demonstrating dance moves, assisting with the costume measurements. Assists the staff in planning, coordinating and implementing dance recital routines. Responsible for following the guidelines of the Lodge Life by providing excellent customer service, empowering other team members, bringing the community together, creating experiences worth repeating, and constantly improving our services. The City of Des Peres is an Equal Opportunity Employer. Reasonable accommodation will be provided as required by law.

Essential Duties and Responsibilities include the following. However, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Greets students in a friendly manner always trying to use their name.
- Assist in the instruction of programs and classes.
- Constantly updates oneself on new information and changes occurring throughout the facility.
- Handles people oriented situations with public in a tactful, professional and friendly manner.
- Exercises good interpersonal skills by gladly assisting others to accomplish the work of the organization, even if it outside the scope of regular duties.
- Performs public relations tasks such as administering rules of the facility.
- Assists in conducting special events and community activities.
- Acts in a dependable manner by meeting schedules and deadlines, adhering to policies and procedures
- Enforcement of facility policies and City rules and regulations.
- Reports problems, suggestions, or equipment issues immediately to the direct supervisor.

Education and Experience Required

A high school diploma or in the process of obtaining a high school diploma. Some college is preferred. One year of related work experience is preferred.

Supervisory Duties

None

Knowledge, Skills and Abilities

Knowledge of

- Dance terminology

Ability to

- Demonstrate dance movements, learn the dance routines
- Assist with choreography of dance routines
- Work with preschool and school age students
- Prioritize tasks
- Operate office machines and equipment

- Be trained on new techniques and jobs
- Work evenings and weekends

Language and Mathematical Skills

Ability to read and comprehend simple instructions, short correspondences and memos. Ability to write simple correspondence. Ability to add, subtract, multiply and divide using whole numbers, common fractions, and decimals. Ability to compute rates, ratios and percentages.

Mental and Physical Demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to meet these demands.

Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Regularly required to sit, stand, walk and reach with hands and arms. Must be able to see, speak and hear.

Work Environment

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud.