

## **TOWN OF ROCKY HILL JOB POSTING**

(This is an advertisement. Please see pages 2 – 3 below for a detailed job description and qualifications.)

### **DEPARTMENT OF PARKS, RECREATION AND FACILITIES MANAGEMENT YOUTH DANCE INSTRUCTOR (PART-TIME)**

The Town of Rocky Hill is seeking qualified candidates to fill the position of a Youth Dance Instructor. Please view the job description for further details.

The Parks and Recreation Department will be offering beginner dance lessons to youth ages 3-10 starting in January 2018. The classes will typically be offered Monday-Thursday from approximately 4:30-6:30pm and Saturday mornings. Classes will be offered in the Rocky Hill Community Center dance room.

This position is a part-time, non-bargaining position and must abide by all personnel rules which may be viewed here: [http://www.rockyhillct.gov/Personnel\\_Rules\(original\).pdf](http://www.rockyhillct.gov/Personnel_Rules(original).pdf). Salary is \$15.00 per hour.

Interested applicants must submit each of the following: 1) A letter of interest which clearly demonstrates how the applicant meets the qualifications listed in the job description; and 2) A completed Town of Rocky Hill Application for Employment. Please submit all application materials to the Parks and Recreation Department. Applications will be accepted until position is filled.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA.

Rocky Hill Parks and Recreation Department  
761 Old Main Street  
Rocky Hill, CT 06067  
860-258-2772  
[parcsandrec@rockyhillct.gov](mailto:parcsandrec@rockyhillct.gov)

**Town of Rocky Hill  
Job Description**

**POSITION:** YOUTH DANCE INSTRUCTOR  
**DEPARTMENT:** PARKS, RECREATION AND FACILITIES MANAGEMENT  
**REPORTS TO:** RECREATION SUPERVISOR  
**SUPERVISES:** N/A  
**BARGAINING UNIT:** NONE

**Summary of Responsibility:**

Generally, this position must possess strong organizational, verbal communication and dance instruction skills. Should have experience working with children in a variety of dance styles, including ballet, jazz, tap, etc. Will be responsible to teach beginner dance classes and run 1-2 recitals/year.

**Essential Functions:**

1. Lead the dance program and provide quality instruction for all participants;
2. Assist in the planning of classes and recitals;
3. Create and use lesson plans for all classes;
4. Communicate effectively and develop positive relationships with participants, parents and staff;
5. Assist in resolving participant or parent concerns or incidents;
6. Use age appropriate music and costumes for all classes;
7. Ensure the safety of all participants and be familiar with any medical conditions of the participants; and
8. Evaluate each dance session upon completion and make changes as needed.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

**Qualifications and Competencies:**

1. Must be 18 years or older;
2. Must have at least one year experience instructing a variety of youth dance classes;
3. Ability to carry out assignments with minimum of supervision;
4. Ability to deal effectively with the public.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to use hands to handle objects or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to walk and stand.
3. Occasionally required to stand or balance, and stoop, kneel, and crouch.
4. Ability to lift and/or move up to twenty five (25) pounds.