

## CHILDREN'S DANCE MANAGER

**Reports to:** Managing Director

**Supervisory Function:** Children's Dance Pianist

**Purpose:** To plan and conduct each week, normally on Mondays from 7:00 to 8:30 PM, one-half hour singing games and folk dances for each group of children as follows:

1. Pre-School;
2. Grades K, 1 and 2;
3. Grades 3, 4 and 5.

### **Skill and Knowledge Requirements:**

- Formal training and experience in teaching young children.
- To be well acquainted with/able to teach the repertoire of dances suitable for these age groups.
- Recognize role and responsibilities as part of the overall mission of the CSA by exhibiting a spirit of cooperation, flexibility, and commitment to the team relationship with other CSA staff and volunteers.

### **Essential Functions:**

- Maintain enough discipline and order among the children and the attending adults to produce a fun experience for all.
- Work with the Children's Dance Pianist to prepare new dances.
- Serve as a resource for new ideas and improvements to make the Children's Dance program more effective.
- Arrange for a substitute should the need arise. The Managing Director, however, will in cooperation with the Children's Dance Program Manager or the Recreation Program Manager, negotiate the substitute's compensation and arrange for payment of the same.
- Participate in the selection of possible people to work or volunteer in the Children's Dance Program.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position is frequently very active and often requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**DISCLAIMER:** The information presented above indicates the general nature or level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.