



YMCA CAMP CONISTON
PROGRAM AREA DIRECTOR-DANCE
JOB DESCRIPTION

Overview/Objectives:

- The Dance Director is responsible for providing and directing a fun, safe program of basic dance instruction in any or all of the following categories where applicable: disco, modern, ballet, tap, ballroom, rock and aerobics.
- This role requires confidence in the director's own abilities, creativity in lesson planning, and the ability to supervise and teach staff how to instruct campers in a fun, skill-focused manner.
- The Dance Director reports to the Summer Directors.

Responsibilities:

- The proper care and storage of dance equipment, stereos, and music CDs.
- Help staff members become better instructors with both positive and negative feedback in both oral and written evaluations
- Supervise the staff and to see that each staff member actively participates in leading and teaching campers in an age-appropriate manner.
- Teach campers from beginner to advanced dance in a fun, safe, and encouraging environment
- Request the necessary music for dance programs. Such records become the property of Camp Coniston and are not to be used for any other purpose without proper authorization from the Summer Directors or Program Director.
- Supervise appropriateness in music/language and dance moves, keeping everything age-appropriate and avoiding sexual innuendo or derogatory language/themes
- Supervise the staff and to see that each staff member actively participates in leading and teaching campers.
- Maintain a safe and clean program area.
- Help staff members become better instructors with both positive and negative feedback in both oral and written evaluations.
- Make recommendations to the Summer Directors for any changes, additions or modifications of the program, as needed.

Program Area Equipment Maintenance and Safety Checks:

- Make sure equipment is checked on a regular basis for safety, maintained in good repair, and stored in a manner to safeguard effectiveness.
- Make sure equipment is appropriate to the size and ability of the user.
- Make sure equipment has a safety check prior to each use.
- Make sure equipment is removed from service if not in good repair.
- Inspect all equipment for safety and quality before the start of each session. **Record completion of these inspections on the inventory sheet in your program area binder.**

Administrative:

- Provide pre-camp equipment inventory and needs, as well as inform the Summer Directors about any equipment needs during the summer.
- Review past lesson plans and create new ones for the program area binder with resource information updated annually.
- Assure that camper attendance is taken *quickly* at the start of each period and report missing campers to the Program Director with the first 10 minutes of the period start.
- Provide CIT, LIT and STAFF with ongoing verbal assessment and end of summer written evaluations.