



## **Dance Coordinator**

City of Elgin

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**Closing Date:**

**Salary:** \$25.50 - \$33.50 DOQ

### **Description:**

#### **Department Overview:**

The Elgin Parks and Recreation Department strives to be the heart of the community by creating community through people, parks, and programs. In doing so, the department operates the Elgin Sports Complex, the Edward Schock Centre of Elgin, Wing and Lords Park Aquatic Centers, the Pavilion at Lords Park, the Hawthorne Hill Nature Center, Wing Park Golf Course, Highlands of Elgin Golf Course, Bowes Creek Golf Course, 76 parks, 47 playgrounds, the Festival Park Splash Pad, and a variety of community recreation programs and activities.

#### **General Description of Work:**

The Elgin Parks and Recreation Department is seeking a candidate who is passionate about achieving our mission and committed to enhancing our programs and events throughout the community and the Fox Valley region. The ideal candidate is creative, motivated, enthusiastic, works well with others, and approaches assigned duties with a positive attitude.

Under the supervision of the Sr. Community Recreation Supervisor, the Dance Program Coordinator is responsible for planning, implementing, instructing, and overseeing the department's dance programs and staff. The coordinator plays a key role in creating a vibrant and inclusive dance program for the community, offering opportunities for both children and adults to explore various styles of dance in a supportive environment. This role requires regular physical activity, including instructing dance classes and setting up equipment.

The coordinator is tasked with maximizing the use of the facility's dedicated dance studio, which is equipped with an upgraded sound system and located at the Edward Schock Centre of Elgin. The studio should be utilized multiple times per week for classes and practice sessions with various instructors. Additionally, the space can host workshops, performances, and special events to provide a dynamic dance experience for participants.

The ideal candidate will have a strong background in dance, excellent teaching skills, experience managing instructors, and a passion for fostering a fun and positive learning environment. The coordinator will collaborate closely with other recreation staff and community partners to ensure

seamless program execution. Success in this role will be measured by participant satisfaction, program growth, and the successful execution of events like the annual dance recital.

**Qualifications:**

- High school diploma required; a college degree is preferred.
- A minimum of five (5) years of diverse dance instruction experience and at least five (5) years of dance program management experience are preferred.
- Experience in various dance disciplines, instruction, and choreography, including but not limited to ballet, tap, jazz, lyrical, and hip-hop.
- Proven ability to oversee staff, manage program budgets, and deliver excellent customer service.
- Strong leadership, organizational, and management skills, with the ability to work independently and in a team-based environment.
- Friendly, outgoing personality with strong verbal and written communication skills.
- Ability to lift 30lbs.
- Ability to enforce policies and rules of the City in a diplomatic manner.
- Ability to multitask, meet deadlines, and problem solve.
- Must possess a passion for working with kids.
- CPR certification required within 3 months of employment.
- Experience with working in the Parks and Recreation field and with the RecTrac software is a plus.
- Proficiency in English and Spanish is preferred.

**Essential Functions and Responsibilities:**

- Develop and implement dance curriculum and lesson plans, manage expenses and revenue, and create class content that aligns with the goals and objectives of the dance program.
- Lead and instruct classes in various dance disciplines.
- Assist the Sr. Community Recreation Supervisor with hiring, scheduling, training, and managing dance staff, ensuring smooth program execution.
- Assist with planning and coordinating the annual dance recital, including working with photographers, technical crew, videographers, costume providers, and other vendors as needed.
- Maintain a positive public image and provide excellent customer service, fostering strong public relations.
- Assist with marketing and branding the in-house dance program in collaboration with the department's Content Creator.
- Ensure adherence to all City of Elgin rules and regulations as outlined in the Employee Manual.
- Provide support for other recreation programs and events as needed and perform additional duties as assigned.

**Hours:**

The work schedule includes varying hours, with weekday, evening, and weekend shifts based on program needs. The position is part-time, with a 29-hour work week.

**Benefits:**

Includes participation in the Illinois Municipal Retirement Fund, an Individual Silver+ Fitness Membership, and a 25% discount on recreation classes. Opportunities for professional development and continuing education in dance or recreation management may be available.