



Dance Lead Instructor

Mundelein Park & Recreation District

Contact Name: Kyle Berg

Contact E-mail: kberg@mundeleinparks.org

Contact Phone: 847-388-5446

Closing Date:

Salary: \$23.00 - \$34.50/DOQ

Description:

Are you a passionate and versatile dance instructor? This advanced-level Dance Lead position is ideal for an experienced instructor who brings both strong technical skills and a desire to mentor others, support curriculum development, and contribute to a collaborative and high-performing team.

Summary

The Dance Lead plays a pivotal role in supporting the success and continued growth of the Mundelein Park & Recreation District's vibrant dance program. The Dance Lead teaches multiple disciplines (such as ballet, jazz, tap, contemporary, hip hop, and lyrical) and serves as a mentor and point of support for fellow instructors. This role works closely with the Dance Supervisor to help implement program vision, uphold instructional quality, and assist with recital planning, and artistic direction. The Dance Lead fosters a supportive, inclusive environment for both dancers and staff.

Qualifications – Education, Experience and Training

Minimum 3 years of dance instruction experience, with a strong foundation in multiple styles preferred. Professional or collegiate dance training is preferred. Proven experience choreographing for performances, including recital, competition, and/or community showcases. Demonstrated leadership skills and ability to mentor fellow instructors, assistants, and students. Excellent classroom management, interpersonal communication, and organizational abilities. CPR, First Aid and AED Certification required and if not certified, must become certified.

Duties and Responsibilities

Essential Functions

- Instruct high-quality, technique-based dance classes for a range of ages and skill levels.
- Teach a range of courses within both the Mundelein School of Dance and Mundelein Dance Company.
- Choreograph innovative, age and ability-appropriate pieces for the annual dance recital and special performances.
- Provide ongoing, constructive feedback to students to promote personal, technical, and artistic growth.
- Support the Dance Supervisor in reviewing lesson plans, evaluating instructors, and developing schedules.

- Assist with development, promotion, implementation and evaluation of dance program classes and dance company competitions.
- Mentor new and current instructors by modeling strong teaching practices and offering guidance as needed.
- Help coordinate costume selections, music, and staging to maintain artistic consistency across performances.
- Participate in planning discussions for recitals and company performances.
- Assist in planning and executing dress rehearsals, recitals, and community outreach events.
- Maintain a positive and inclusive classroom environment where all dancers feel supported and challenged.
- Serve as a liaison between the instructional team and program leadership to ensure smooth communication and collaboration.
- Provide substitute coverage or on-site support when instructors are unavailable.
- Contribute to program evaluations, curriculum updates, and growth initiatives.
- Assist in the development of program offerings for the program brochure, website, and social media.
- Attend staff meetings. Lead staff meetings for dance instructors as assigned.
- Attend Park District meetings as assigned.
- Assist with community outreach and promotional events for the dance program as assigned.
- Manage timesheets and approve payroll as assigned.
- Manage and create fundraising opportunities for School of Dance and Dance Company.
- Curate costume selection and assist with purchase of costumes and program supplies, as directed.

Pay and Benefits

This is a Part-Time, non-exempt position. The hiring wage range is \$23.00 - \$28.75 per hour, depending on qualifications. The full wage range is \$23.00 - \$34.50. Our part-time benefit package includes:

- Complimentary Fitness Membership and Aquatic Passes
- Discounted Recreation Programs and Group Lessons

Established in 1954, Mundelein Park & Recreation District has 34 park sites offering over 735 acres of open space, playgrounds, ballfields, lakes and trails. We offer over 650 seasonal programs, including: dance, youth sports, tennis, karate, golf, gymnastics, adult and youth leagues, swim instruction, art, fitness and wellness, culinary, adult day trips, science classes, and day camps. In addition, we host over 20 annual events, many free to the public.

Don't miss this opportunity, apply today at **www.mundeleinparks.org**. Applications will be reviewed upon receipt and qualified candidates will be contacted shortly after.