



## **Dance Coordinator**

### **Mundelein Park & Recreation District**

**Contact Name:** Kelsey Fuller

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**Closing Date:**

**Salary:** \$25.23 - \$31.54 DOQ

#### **Description:**

#### **Dance Coordinator Job Posting**

**Position Type:** Part-Time - 25 Hours per week

**Hiring Wage Range:** \$25.23 - \$31.54 / hourly DOQ

**Full Wage Range:** \$25.23 - \$37.85

**Benefits:** IMRF Pension Plan, Paid Vacation, Personal, Sick, Emotional Well Being and Holiday days, Complimentary/Discounted Facility usage

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.

We are currently seeking a Dance Coordinator who will serve as the leader and visionary for the Mundelein School of Dance and the Mundelein Dance Company. This position is responsible for shaping a culture that prioritizes skill development, artistry, inclusion, commitment, community engagement and continually seeks innovative opportunities to strengthen and grow the dance program. Don't miss out on this fantastic opportunity, apply today!

#### **Summary**

The Dance Coordinator is responsible for overseeing all Mundelein School of Dance and Mundelein Dance Company operations. The Coordinator works as the administrative, creative, and logistical leader of all dance programs. Oversee the development, growth, and maintenance of a diverse team of dance instructors. Oversee the recruitment, hiring, training, scheduling, supervision, and evaluation of all dance instructors. Manage a comprehensive dance curriculum – including short-term and long-term offerings. Schedule Dance Company performances and competitions. Manage costume inventory and specialized dance equipment, and supplies. Promote a positive, inclusive, and growth-oriented environment for all dancers. Train dance instructors on policies, procedures, and curriculum for dissemination to parents and participants.

## **Qualifications – Education, Experience and Training**

Must be at least 21 years of age. Minimum 3-5 years' experience teaching dance. Background in diverse dance styles, including Classical Ballet, from a School of Dance or college degree in Dance is preferred. Demonstrated maturity, reliability, initiative, and responsibility. Ability to provide excellent guest service and the ability to positively interact with guests on a daily basis. CPR, First Aid, and AED Certification required, and if not certified, must become certified.

## **Duties and Responsibilities**

### **Essential Functions**

- Provide administrative, creative, and logistical leadership for all dance programs, including the Mundelein School of Dance and Mundelein Dance Company.
- Oversee day-to-day operations of dance programs, including scheduling short-term and long-term classes, workshops, and events.
- Plan and coordinate Dance Company performances, showcases, and competitions, ensuring timely communication and logistical support.
- Meet the physical ability and endurance to perform the job as required.
- Maintain a professional image and enforce all rules, regulations, and work to create a safe environment.
- Teach assigned classes and serve as a substitute instructor as needed to ensure program continuity and maintain connections to families and instructors.
- Develop, communicate, and enforce program policies, procedures, and curriculum guidelines for instructors, parents, and participants.
- Serve as a liaison between instructors, participants, and parents to provide excellent customer service and resolve issues promptly.
- Assist with program marketing and promotion through the seasonal brochure and active promotion of dance programs in collaboration with the Marketing team.
- Provide ongoing training and mentorship to dance instructors to promote consistency, growth, and program excellence.
- Perform the job safely and in compliance with District policies, procedures, and safety rules.
- Demonstrate a thorough knowledge of all district-wide safety and first aid procedures.
- Prepare annual budget projections and monitor revenue and expenses in areas of responsibility.
- Approve bi-weekly timesheets for dance instructors.
- Prepare participant program evaluations and associated program summaries.
- Prepare seasonal brochure information and create publicity materials.
- Evaluate the effectiveness of existing programs and submit recommendations for program development, changes, and pricing structure to the Superintendent of Recreation Programs.
- Recruit, hire, train, supervise, schedule, and evaluate part-time dance instructors to ensure a high-quality instructional team.
- Assist the Superintendent of Recreation Programs with the application of progressive discipline of dance instructors in a manner consistent with District policy, when necessary.
- Assist staff with consistent application of program expectations and, when necessary, oversee participant discipline.
- Utilize the District's computer software and systems applicable to area.
- Research current trends and develop new programs in response to community interests.
- Ensure program offerings align with the District's mission, vision, and values, fostering a positive, inclusive, and growth-oriented environment for all dancers.
- Ensure goals are being met within area of responsibility, as well as being a productive team member to achieve division and department goals.
- Accept responsibility for the cleanliness of all facilities utilized for dance programming.
- Oversee the day-to-day operations of dance-focused camp programming.

- Communicate regularly with the Superintendent of Recreation Programs regarding dance offerings and daily operations.
- Assist staff with consistent application of program expectations and, when necessary, oversee participant discipline.
- Serve as a professional and educational resource to all instructors.
- Oversee completion of all accident/incident forms.
- Organize all emergency forms and releases and have them readily accessible at all times.
- Perform other related duties, as assigned.

**View full job description and apply online at [www.mundeleinparks.org](http://www.mundeleinparks.org)**