



Title: Instructor II (Ballroom Dance)

Program: The Salvation Army Ray and Joan Kroc Corps Community Center Coeur d'Alene

Dept. Head: Assistant Center Director

Reports to: Community Education & Programs Manager

Status: Non-exempt

Salary: DOE

General Statement

The Salvation Army is a branch of the Christian Church and the ultimate goal of all programs is the spiritual, emotional, and physical regeneration of all people.

The Salvation Army Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

Position Summary

To give instruction to students of all ages and ability levels in subject areas related to Aquatics, Athletics, Visual and Performing Arts and Community Education. Design instructional programs prepare lesson plans and instructional materials, present subject matter demonstrating proper techniques, and perform classroom management tasks.

Duties and Responsibilities

- Instruct with sound principles in the area of Ballroom Dance, including Salsa, Tango, Foxtrot and Swing.
- Ability to teach beginners through advanced learners in the area of: Ballroom Dance.
- Ability to speak and communicate before both small and large groups of people with poise and enthusiasm.
- Critique and give feedback to participants regarding their work and performance level.
- Provide a safe, fun and enjoyable learning environment for all participants.
- Maintain an open communication with direct supervisor regarding scheduling.
- Maintain a professional demeanor and attitude with students of all ages, patrons, customers, staff and upper management.
- Be on time and prepared to teach your class.
- Help facilitate equality and fairness among all participants.
- Ensure that any class changes or modifications are communicated to all class participants in an efficient manner.
- Adhere to all Protecting the Mission Policies and Procedures as established by The Salvation Army.
- Knowledge of safety precautions needed and ability to ensure compliance/ adherence by all class members.
- Maintain a safe working environment; report all harmful problems with facilities to proper supervisor.

Generate legible and accurate accident and incident reports as required and immediately rectify or notify appropriate personnel of all accidents or potentially unsafe conditions.

- Follow and adhere to all The Salvation Army Policies and Procedures.
- Perform other duties as assigned.

General Qualifications and Proficiencies

- At least one year of prior experience teaching or working in the area of instruction specified; required.
- Where applicable, must have up to date personal insurance prior to employment.

- Must have a high school diploma or GED equivalency.
- Must be at least 18 years old.
- Must be able to function effectively with minimal or no supervision.
- Must be able to demonstrate various skills in the area of instruction specified.
- Must successfully complete the Protecting the Mission training as established by The Salvation Army Ray & Joan Kroc Corps Community Center.
- Must be able to read, write and communicate in English.
- Must have ability to work and relate well with people.
- Meet all health and safety regulations as defined by the Health Department as well as The Salvation Army.
- Have a Philosophy of education that is consistent with that of the Kroc Center and The Salvation Army.
- Have the ability to work with children, adults, and other staff in a capacity of leadership, counseling and education including but not limited to:
 - Ability to relate joyfully and sensitively to students of all ages.
 - Sensitivity to the individual needs of students.
 - Ability to use appropriate positive discipline consistently.
 - Dependability.
 - Ability to handle security and crisis situations, calmly.
 - Ability to seek supervision and use it consistently.
- Maintain a professional attitude and approach to problem solving.

Physical Requirements

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis.
- Ability to grasp, push, pull objects and reach overhead.
- Ability to lift and carry 40 lbs.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship would result.

Special Comments

I understand that as an employee I represent The Salvation Army and agree to respect and work within its Christian tenets.

I understand that I will be covered by Workman’s Compensation Insurance while on the job and agree to cooperate in properly reporting all work-related injuries or accidents to my supervisor immediately.

I further understand that The Salvation Army does not participate in unemployment compensation insurance, and I will not accrue unemployment benefits while working for The Salvation Army.

By signing this document, I agree that I am able and willing to perform this job as described.

Employee’s Signature

Date

Supervisor's Signature

Date