



GOVERNMENT OF BERMUDA

Department of Youth, Sport & Recreation

Dance Coordinator

Responsible to: Summer Day Camp Coordinator and Senior Supervisors

Supervises: Dance Specialists

Requirements:

1. Qualification in a human related field or specialty.
2. Knowledge of basic program planning and leadership in planning special music activities for children, with a minimum of five years' experience as a sport instructor.
3. Possession of the necessary certification for instructing sport activities.
4. CPR and First Aid Certification

Position Summary: Responsible for planning, organizing, teaching and supervising a particular dance program or activities and for overseeing a small group of dance specialists.

Duties and Responsibilities:

1. Plans and organizes a detailed dance program outline.
2. Leads, teaches and supervises dance specialists.
3. Submits request of supplies as needed prior to the start of camp by the required deadline to the Senior Recreation Officer.
4. Coordinates and implements a workshop for all dance specialists employed in the Summer Day Camp program.
5. Attends monthly administrative staff meetings as required.
6. Attends training seminars as required.
7. Provides Summer Day Camp Supervisor with feedback on the progress of the program along with recommendations for the future.
8. Demonstrates the proper utilization of dance equipment and ensures that all equipment and supplies are properly maintained and are safe for use.
9. Communicates any concerns to the Summer Day Camp Coordinator.
10. Coordinates and implements a variety of dance activities for the Summer Day campers. E.g. camp-a-rama or open houses at camp
11. Assumes such other responsibilities assigned by the Summer Day Camp



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12. Prepares and submits a report including inventory at the conclusion of the Summer Day Camp Program.