



**DANCE INSTRUCTOR, SNL PROGRAM**

Unit: **Programs**  
Department: **After-School Services**  
Reports to: **Saturday Night Lights Program Manager, Director of Youth Services,**  
Classifications: **Hourly, P.T.**

**Part-time position to support the Saturday Night Lights development, implementation and coaching of Saturday Night Lights basketball program and team.**

**Essential Functions:**

<b>% Time</b>	<b>Role Description</b>
<b>85%</b>	<b><i>Contractual Obligations</i></b>  Instructor will foster the progress of youth's dance skillsets and team; ages 13-18 specifically <ol style="list-style-type: none"><li>1) Recruit youth between the ages 13-18 to participate in SNL Dance programming</li><li>2) Supervise youth and ensure practices and skill activities are structured accordingly to individual or group settings to foster youth's skills fitting to their skill level</li><li>3) Support in efforts of recruitment and scouting of youth between ages 13-18 to join program and establish a cohort of 10 – 20 dancers that can represent HMI's SNL program in dance competitions, tournaments or showcases</li><li>4) Promote the program through various mediums, such as social media, handing out promotional flyers, reaching out to youth within neighboring communities and schools reachable to intended demographic</li><li>5) Mentor and build positive relationships with youth to foster holistic wellness.</li><li>6) Prepare a cohort of youth for competitions within HMI's SNL program, external SNL programs and other outside competitions (as advised)</li><li>7) Maintain the safety of the space for all youth and promote inclusiveness amongst all youth when participating in basketball programming and games</li><li>8) Maintain appropriate data systems to report attendance, evaluation and outcomes.</li></ol> <b><i>Additional Instructor Expectations:</i></b> <ul style="list-style-type: none"><li>• Arrive to class 30 minutes prior to meetup or start time.</li><li>• Ensure youth's attire is fitting to standards for activities.</li><li>• Create a class experience that incorporates instructor's personality and skills while adhering to the HMI and (external) facility's standards.</li><li>• Follow up with students after class, as needed.</li><li>• Clean practice space/classroom.</li><li>• Adhere to site policies and procedures when operating programs onsite and outside of program site</li></ul>
<b>10%</b>	<b><i>Programmatic Direct Service</i></b>  Work closely with other HMI departments and staff to support ongoing programs and services that occur on Saturday night, not limited to: <ol style="list-style-type: none"><li>a. Outreach and engage youth during Program Common Hours (Friday 3:00 pm – 7:00 pm and Saturday 5:00 pm – 8:00pm).</li><li>b. Facilitate groups within programs that are accompanied by program designs and curriculum</li><li>c. Supervise Dance Fellowship Interns through class instruction, recruitment efforts and other tasks as needed.</li><li>d. Perform general staff duties, such as Café duty, train-pass, general event set-up/breakdown, etc.</li></ol>

5%	<b>Administrative Duties</b>
	<p>Track youth member enrollment/activities via sign-in sheets.</p> <ol style="list-style-type: none"> <li>Maintain client level data, including follow-up notes and any referral, as needed.</li> <li>Maintain group level documentation, including sign-in sheets and session summaries.</li> <li>Submit all necessary documentation to Program Manager, Academic Enrichment for required data entry systems.</li> </ol>

**Knowledge, Skills and Abilities Required:**

1. Knowledge of basic to advance dance instruction, and skill-building for youth between the ages of 13-18
2. Experience in facilitation of groups and workshops with a variety of teenagers and adolescents who are on different levels, cognitively and socially
3. Experience and knowledge of best youth engagement practices to foster teambuilding, inclusivity, collaboration, and leadership
4. Ability to work with diverse population of adolescents in an urban setting, specifically Trans\* identified youth, but including knowledge of lesbian, gay, bisexual and questioning youth from various cultures and backgrounds.
5. Experience facilitating group discussions and managing a variety of small and large group dynamics.
6. Knowledge of harm reduction practices, trauma-informed care, and positive youth development models.
7. Have the ability to recognize own limitations and respond to difficult situations.
8. Ability to exercise independent judgment when appropriate; strong decision-making skills.

**Working Conditions:**

1. Work primarily in 2 Astor Place, NYC.
2. Work schedule: Tuesdays, Thursdays and Fridays 5:00 PM – 8:00 PM and Saturday 3:00 pm to 8:00 pm; flexibility required at times to support the needs of the program and agency.