



Position Title: *Ballet Instructor*

Department: Saturday Programming

Reporting Relationships: Reports directly to the Carver Center Chief Learning Officer

Position Overview: Experienced teacher for children's ballet classes

Agency Wide Duties and Responsibilities:

- Support the mission, program philosophy and values of Port Chester Carver Center
- Support and facilitate positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace
- Comply with all policies and procedures as defined by the Carver Employee Handbook, Child Care Council of Westchester and all other governing agencies.

Position Specific Duties/Responsibilities:

- Facilitate organized, engaging ballet classes for children
- Use positive, appropriate management skills to create a healthy environment for dancers
- Prepare informal recital for the end of the session
- Ensure the safety of all children assigned to the group
- Serve as a positive role model and uphold professional behavior
- Provide six weeks of program instruction as discussed with our Chief Learning Officer
- Maintain an orderly and encouraging atmosphere for learning
- Take weekly attendance and submit records at the conclusion of each Saturday session
- Model respect for the Carver facility and program supplies
- Submit a weekly time sheet

Position Qualifications:

- Must be at least 21 years old.
- Responsible and organized
- Must have at least 1 year of experience teaching ballet to children ages 6+
- Ability to communicate effectively with parents and students
- Enthusiastic, passionate, patient and self-disciplined.
- Must have own transportation.
- Available Saturday mornings/early afternoon

