



# Battery Park City Authority

**POSITION TITLE: Dance & Fitness Instructor**  
**DEPARTMENT: Community Center at Stuyvesant High School**  
**Job Type: PART TIME / YEAR ROUND**

## **GENERAL DESCRIPTION OF DUTIES**

The Battery Park City Authority (BPCA) is seeking a dedicated Dance & Fitness Instructor for the Community Center at Stuyvesant High School. This position will assist with designing and instructing dance and fitness classes. Instructors are responsible for leading dance activities for teens and adults. Their duties are teaching various dancing techniques. Instructors will give lessons to our program participants and motivate them to learn new ideas and dance routines. Instructors should feel comfortable sharing their passion for the art of dance and fitness. Instructors should be qualified to teach beginning through advanced levels of Salsa, Hip-Hop, Merengue, Bachata and other dance genres. Instructors should lead by example in areas such as punctuality, responsibility, motivation, and professionalism.

## **ESSENTIAL FUNCTIONS**

Under the direction of the Community Center Foreman and Supervisor, the Dance & Fitness Instructor shall execute the following functions:

### **Instruction**

- Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible. Classes may range up to 10 – 20 students.
- Organize, lead, and promote interest in daily dance activities such as warm-up, movement across the floor, center activity and combinations.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- Explain principles, techniques, and safety procedures to participants in the activities, and demonstrate use of materials and equipment.
- Evaluate activities to determine if they are producing desired results.
- Create and lead sequences and routines that are appropriate for class participants
- Ascertain and interpret group interests, evaluate equipment and facilities, and adapt activities accordingly.
- Prepare materials and classrooms for class activities.
- Guide participants through challenging and level-appropriate sessions, with consideration of any injuries or special needs

### **Member Engagement**

- Foster and grow strong relationships with our members
- Greet new arrivals to activities, introducing them to other students, explaining rules, and encouraging participation.
- Respond appropriately to emergency situations arising in class

### **Cross-Departmental Collaboration**

- In consultation with the Supervisor and Foreman, be pro-active, support, anticipate and prepare for the on-going needs at the Community Center. Make constructive suggestions to improve programs.
- Work as a team player with Parks Programming colleagues, working with children, teens and adults.
- Establish good communication with the Foreman, Supervisor and other officers of the Battery Park City Authority

- Assist with production of special events including evening and weekend work
- Perform other duties as assigned

### **JOB REQUIREMENTS**

- Experience teaching in a gym/studio environment
- Demonstrated ability and enthusiasm for engaging and leading both large and small groups in athletic activities.
- Understanding of principles of multiple dance and music genres
- Team player and a passion to build relationships with individuals
- Exceptional customer service skills
- Proactive, hands on approach, as well as a professional work ethic
- Contribute to the periodic evaluation of department programs, events, procedures and personnel
- Dress professionally according to job requirements
- Sensitivity to the special needs and interests of children and adults of different ages, abilities, and cultural backgrounds.
- Mature, self-motivated, flexible, and have a strong sense of responsibility plus excellent judgment.
- Ability to work at least three days per week, including mornings, evenings and weekends as required
- CPR/AED & First Aid Certification preferred

### **MINIMUM EXPERIENCE AND EDUCATION**

- 3-6 years of experience teaching dance classes in a gym/studio, public programs or related field are highly desirable.
- Bachelor's degree preferred.

*Pay rate is \$50.00 per hour.*

**Please send resumes to: [HR@bpca.ny.gov](mailto:HR@bpca.ny.gov)**

**Battery Park City Authority is an Equal Opportunity Employer and complies with all local, State, and Federal employment regulations**