

## City of Lakewood Volunteer Job Description

**Department: Community Resources**  
**Division: HCA**  
**Committee: Assistant Dance Teacher**  
**Last Updated: March 21, 2012**



### **Committee Leadership**

Dance Program Specialist  
Jennifer Bakane  
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### **Committee Purpose**

The Assistant Dance Teacher's primary purpose is to assist staff teachers during assigned dance classes.

### **Responsibilities**

Assistant Dance Teachers are responsible for, but not limited to, actively joining in for dance activities and games to encourage student participation. Assistant Dance Teachers also assist in class management for large groups of participants.

### **Qualifications**

No prior teaching experience is required; however Assistant Dance Teachers must have a basic background and knowledge based in dance.

### **Schedule**

As assigned

### **Training**

Direct training will be provided in the classroom by the main teacher.

### **Dress Code**

Assistant Dance Teachers are required to dress in appropriate dance attire and proper dance shoes.

### **Work Environment**

Indoor

### **Punctuality and Absenteeism**

Assistant Dance Teachers must arrive 15 minutes before their scheduled class and must contact the supervisor in order to obtain coverage for an expected absence.