



## SHOOTING STARS DIRECTOR

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|------------------------|------------------------|
| Department/Division:   | Parks and Recreation   |
| Reports To:            | Recreation Coordinator |
| Provides Direction To: | Not applicable         |
| Date Updated:          | July 5, 2022           |

### GENERAL PURPOSE

Under general supervision, organizes and coordinates the Shooting Star dance team activities including choreography, promotion, try-outs, practices and competitions; and performs other related duties as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Prepare program promotional materials and raise class registration and attendance levels by developing flyers, press releases and marketing brochures.
2. Choreograph dance routines for classes.
3. Tracks and establishes fees for specific programs and classes.
4. Organizes, schedules, and supervises team practices.
5. Plans, directs, and supervises the work of volunteer parents, including maintaining open lines of communication.
6. Develops a calendar of activities and events, and attends fundraisers, performances, and competitions.
7. Prepares requests for equipment, supplies and competition entry fees.
8. Participates in the selection, training, supervision, and evaluation of recreation staff, as assigned.
9. Works variable hours, evenings, and weekends, as needed.

### QUALIFICATIONS GUIDELINES

#### Knowledge of:

Recreation program organization and planning; dance technique and practice organization; appropriate coaching and/or teaching techniques; basic computer skills; child development or psychology.

**Ability to:**

Be organized; communicate effectively both orally and in writing to co-workers, the public and administrators; develop and maintain positive work relationships; prepare and submit written reports; effectively analyze situations and make sound decisions with minimal supervision.

**Education/Training/Experience:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to high school graduation.

**Experience:** Three or more years of experience involving the organization and presentation of dance, theatrical, and performing arts, and related training.

**Licenses/Certificates/Special Requirements:**

Valid Class C California driver's license, acceptable driving record, and proof of insurance in compliance with the City's Vehicle Insurance Policy standards.

Complete Mandated Reporter training within 6 months of placement in the position.

Ability to work evenings, weekends, and holidays.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

The employee frequently stands and walks within work areas, climbs stairs, and accesses uneven surfaces on fields of play. The employee occasionally sits when completing records. The employee occasionally runs in demonstrating specific types of sports skills. The employee is required to talk or hear, both in person and by telephone. Finger dexterity is occasionally required in the operation of office equipment and firm grasping is required to demonstrate sports skills. The employee occasionally lifts records, supplies, and play equipment typically weighing 20 pounds or less.

Specific vision abilities required by this job include close vision, and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under variable weather conditions given outdoor activities. Employees may interact with upset facility users and general public while enforcing departmental policies and procedures and safety requirements. The noise level varies between being moderate and loud depending upon the number of users and typically ranges from 70 decibels to 80 decibels or higher. The employee is expected to variable hours, including different shifts, evenings, and weekends.