

ASSISTANT DIRECTOR OF CARDETTES

GENERAL STATEMENT:

Responsible for assisting in the overall leadership of the Cardette Dance Team.

REPORTS TO:

Cardette Director

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate's degree or equivalent coursework required; bachelor's degree preferred

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Proven ability to recruit and direct dance team students.

OTHER:

Ability to demonstrate proper drill team techniques. Ability to choreograph and instruct students in execution of dance steps and body movements. Basic computer and phone skills. Knowledge of studio style dance and drill team style dance.

DUTIES AND RESPONSIBILITIES:

- Assist the Cardette director at a majority of the football games, basketball games, parades, special College events, special community events, and spring production.
- Assist with daily practices.
- Assist with team choreography.
- Assist with the Cardette Showgirls, a competition team.
- Solicit opportunities for performances at nationally televised events throughout the country and abroad.
- Assist in making travel arrangements and special event scheduling.
- Assist with tryout sessions to select new members, annual recruitment days, and summer dance camps.
- Other duties as assigned by the Cardette director or other appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of a classroom or office environment.
- Must be able to adequately demonstrate drill team techniques and instruct students in execution or dance steps and body movements.
- Must be able to work some nights and weekends (e.g. football and basketball games, parades, special events).
- Must be able to work some outdoor rehearsals in summer and fall.
- Must be able to travel to and make recruiting presentations at high schools and dance competitions.
- Must be able to lift and carry large and/or heavy equipment, props, or other items.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 06/26/08

Revised: 6/3/10

JD406