



245 East Bonita Avenue  
San Dimas, CA 91773-3002

## ***SHOOTING STARS DIRECTOR***

### **Job Description**

The Shooting Star Dance Team Director is responsible for organizing and coordinating the Shooting Star dance team activities including choreography, promotion, try-outs, practices and competitions.

### **Representative Duties**

- Program promotion and registration including the developing of flyers, press releases and brochures.
- Choreograph routines
- Record keeping of pertinent fees
- Scheduling and supervising team practices
- Directing and supervising the work of volunteer parents
- Developing a calendar of activities and events including fundraisers, performances and competitions
- Processing purchasing request for equipment, supplies and competition entry fees as needed
- Maintaining an open line of communication with parents
- Supervising the Assistant Director.
- Perform other duties as required.

### **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

- Have strong written and verbal communication skills
- Basic computer skills

## **Licenses**

Valid California Driver's License

## **Experience and Education**

Any combination equivalent to experience and education that could likely provide the desired knowledge and abilities.