



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 04/17  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Supervisor, Dance Programs & Events

### ***JOB SUMMARY***

The Dance Programs & Events Supervisor reports to the Executive Director of Fitness and Recreation with oversight from the Associate Director of Fitness and Recreation. The primary responsibility is to assist with facility special event and program reservations and manage a quality Spirit/ Dance program that supports all campus spirit needs and promotes academic success to the program's members. This position involves student recruitment, student development, choreography, event coordination, risk management, and financial management. Work is performed under supervision of the Executive Director of Fitness and Recreation and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Executive Director Fitness and Recreation

*Supervises:* Dance Coaches, Graduate Assistants, and Student Assistants

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Serves as the point of contact for Fitness and Recreation special event and program reservations.
- Oversees the operations of TWU Spirit/Dance Teams including practices, performances, travel, recruiting, tryouts, uniform management, awards, performances, and competitions.
- Supervises, evaluates and coordinates schedules for part-time employees for coaching, choreographing, and office duties.
- Collaborates with Student Life and the University/Community for event programming including facility scheduling, organizing equipment, set up/tear down and scheduling staff.
- Serves as the camp liaison with the Supervisor of Pioneer Hall and summer camps.

*Supervisor, Dance Programs  
& Events*

*Date Issued: 04/17*

*FLSA: Exempt*

*PTO: VCS*

- Facilitates inventory control and procurement of all uniforms and equipment.
- Facilitates support programs for team members (mentoring, tutoring, team building, etc.)
- Implements and directs comprehensive training, supervision recognition and evaluation of student staff special events and programs.
- Responsible for instructing and coaching proper fundamentals of dance technique and routines, and safety.
- Coordinates recruitment and selection of new team members.
- Develops and evaluates goals, learning outcomes, and recommends risk management strategies for the Spirit/Dance team programs.
- Assists with planning and coordination of assigned university special events.
- In conjunction with the Executive Director and oversight from the Associate Director, implements policies and procedures for areas of responsibility.
- Prepares annual reports, develops goals and objectives, and attends departmental/committee meetings.
- Oversees the development, maintenance, and updates for a policies and procedures Spirit/Dance team manual.

**ADDITIONAL DUTIES**

- Maintains activities files and budget records.
- Assists with special events and functions.
- Support divisional programs and initiatives.
- Serves on divisional and university committees as needed.
- Experience with risk management.
- Strong customer service skills.
- Ability in mentoring team members.
- Performs other duties as requested.

**EDUCATION**

Bachelor's degree in a related field or equivalent from an accredited university. Master's degree preferred. CPR/First Aid preferred.

**EXPERIENCE**

Two years of experience as a dance coach at the university or all-star level, including experience in conducting practices in a safe manner while minimizing potential risk. One year experience working with dance teams regarding practices, performances, appearances, competitions, and off-season training. Experience coordinating travel and overseeing related budgets. One year experience in special events and coordinating program reservations.

## **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position. This position will work an assigned shift and some evenings and weekends depending upon unit, divisional, and programming needs.

## **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Knowledge of best practices with regards to university Spirit/Dance team clubs/teams.
- Knowledge of working with Spirit/Dance team practices, choreography, performances, appearances, competitions, and off-season training.
- Knowledge of university policies and procedures with regards to facility usage.
- Knowledge of funding restrictions as they relate to facility and equipment usage.
- Skill at using word processing, spreadsheet, and presentation software packages.
- Skill at conducting presentations as part of marketing and staff training efforts.
- Ability to track Spirit/Dance club/team program participation.
- Ability to determine student satisfaction with facilities and programs.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively-orally, by phone, in person, and in writing.
- Ability to perform CPR and First Aid.
- Ability to use a personal computer and other office equipment, including university related software and email.

## **PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee must have the ability to occasionally lift and/or move up to 40 pounds. The employee may be required to travel.

Supervisor, Dance Programs  
& Events  
Date Issued: 04/17  
FLSA: Exempt  
PTO: VCS

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually moderate to loud.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***