CIM Dance Satellite Job Descriptions:

Instructions: Submit resume, any relevant information, & 2 references to school@cityinmotion.org

Interview Dates: July 11, 12, & 14, 2023 via Google Meets

Job Title: Program Administrator | $20-25/hr* | August - December 2023 (July Training)

The City in Motion program administrator is responsible for program management and operations and reports to the Board of Directors. This role is expected to attend monthly board meetings and provide a weekly update via email to info@cityinmotion.org. The role is highly mobile, and averages 10-15 hours/week with evening and weekend hours possible. Schedule is extremely flexible and most work may be conducted off-site. Office hours are available at Linwood YMCA. Some weeks may be more or less busy. Personal transportation is highly encouraged. This position reports to the City in Motion Executive Team & Linwood YMCA Associate Director.

- Develop and manage dance satellite registration
  - Prepare class schedule sessions (fall, holiday, winter, spring, and summer) and online registration using Canva, Wix, and Dance Studio Pro software
  - Identify new classes and recruit teachers as needed
  - Produce and distribute school schedules, session materials, poster for marketing for print and digital mediums on online calendars

- Communications
  - Coordinate volunteers for program as-needed
  - Coordinate exchange of physical checks with dance instructors 2x a month
  - Insure classes are covered in the event of teacher absence or make up class
  - Respond to emails, phone calls within 2 business days
  - Handle and resolve any client conflicts regarding scheduling and classes
  - Maintain a working relationship with building management and facilities
  - Work closely with Brand Ambassador position to coordinate content and correspondence
  - Utilize Google Calendar & Drive as well as Microsoft word, excel, powerpoint as-needed

- Develop and manage events/marketing
  - Plan and conduct events such as student showcase, and fundraisers
  - Create posters and graphics
  - Distribute social media promotions / posters / etc.

- Accounting & Reporting
  - Receive and record enrollments

- Other duties as assigned
Job Title: Brand Ambassador | $30-40/hr* | August - December 2023 (July Training)

The City in Motion brand ambassador will work on-site to represent and promote City in Motion programming at various community events and at our Dance Satellite location (Linwood YMCA) weekly. Hours on-site are 5 per week maximum.

- Capture and design unique photos and videos from our Dance Satellite classes for social media
- Work closely with Program Administrator to post and share content for CIM at least 2x week
- Ongoing light program supplies runs and cleaning
- Provide on-site support for the Dance Satellite Program at Linwood YMCA 1 night a week, alternating nights throughout the month
- Attend Dance in the Park Committee meeting (1x a month)
- Attend and report out at monthly board meeting
- Attend local networking events on behalf of City in Motion (at least 2 a month)
- Provide a weekly update via email to info@cityinmotion.org

Knowledge of how to navigate and utilize Google Drive to create and distribute documents and media preferred. Transportation required. This position offices at the Linwood YMCA, 3800 Linwood Boulevard, Kansas City, MO. This position reports to the City in Motion Executive Team & Linwood YMCA Associate Director.

About City in Motion

City in Motion (CIM) has been in operation since 1985, providing access to high-quality contemporary and cultural dance programming to over 1750 individuals annually. The Dance Outreach extension of our School was founded in 2017 to bring classes and performances to areas in the city that otherwise don’t have access. We manage an active calendar and partnerships alongside the ethnic and cultural life-cycle of KC. The program eliminates financial and transportation barriers to constituents, including residents east of the Troost Ave. corridor (historically divided by race and socioeconomic status), veterans, foster care youth, survivors of domestic violence, and senior citizens ages 60+. In 2023, CIM was awarded a Health Forward Foundation grant in partnership with the Linwood YMCA to provide free dance programming to any age learner. The grant has currently provided free classes to over 300 registrants, and will complete in December, 2023.

Questions?

Please email school@cityinmotion.org