

# INSTRUCTOR APPLICATION



Dear Applicant,

Thank you for requesting an application for employment with the National Dance Alliance Staff. NDA has built its reputation on a long-standing tradition of excellence, quality and integrity. Since 1976, we've brought you the most cutting edge dance training in the world.

NDA prides itself on having the most professional staff in the industry. Running well-rounded camps across the country, each and every NDA Instructor is highly trained, passionate, enthusiastic and determined to help dancers and teams reach their goals.

This is an exciting opportunity for dancers to develop professionally in a field they love! It not only develops marketable skills, but allows you to make friends nationwide and positively impact the lives of dancers across the country.

As a member of NDA Staff, you will have the opportunity to wear many different "hats" both during and after camp. As the industry progresses and changes, so does your job. You will gain solid work experience and qualifications that transfer into other areas of your life and look quite impressive on a resumé.

## AS AN NDA STAFF MEMBER, YOU WILL BE A:

- **Teacher:** 95 percent of this job is teaching – ensuring that dancers who attend your classes understand, comprehend, and retain the valuable information you provide them. Camp is about the campers and how well they learned and grew from their experience with you as a teacher and mentor.
- **Mentor:** You are teaching more than choreography and technique; you are teaching values, hard work, dedication, perseverance, and determination...lessons of greater importance than any technical skill or element.
- **Customer Service Rep:** The key to success in customer service is to communicate, be proactive, be attuned to the attitudes and needs of your customer, and ALWAYS be positive.
- **Evaluator:** You will have the opportunity to give immediate feedback, verbal and written, on several performances throughout camp.
- **Performer:** It is imperative to maintain your technical ability and performance quality. You are expected to perform/demo routines and various technical skills throughout camp.
- **Choreographer:** NDA conducts open auditions for staff interested in choreographing the Summer Camp Curriculum for the upcoming year. We also have choreography camps available to you.
- **Competition Crew/Adjudicator:** Throughout the competition season, you could be contacted to help work and/or judge regional competitions for NDA or other local/state organizations.
- **Recruiter:** You have the ability to spread the word about our camps, competitions, events, and recruit new teams to NDA each year.



## EXPECTATIONS OF NDA STAFF:

- Proactively communicate with the NDA Corporate Office, Head Instructors, peers, and coaches i.e. respond to all emails, texts and calls within 24 hours
- Learn and perfect summer camp routines prior to NDA Staff Training and Camps
- Attend NDA Staff Training each year for training on teaching skills, NDA curriculum, policies, procedures, etc.
- Commitment to your NDA Camp schedule (based on the availability you provide) with flexibility to change or add camps as enrollments adjust throughout the summer
- If unable to work a camp you are scheduled for, you must make every effort to find a replacement
- Highly represent NDA at all times
- Strong leadership skills
- Car available – it is possible you could drive up to 8 hours to a camp
- Organize carpool arrangements to and from the assigned camp(s)
- Adaptable
- Responsible
- Team player
- Display exemplary teaching and motivational skills to campers, coaches, and peers
- Plan ahead: be organized and prepared
- Exemplify qualities of a role model to campers of all ages
- Ongoing improvement of technical, teaching and motivational skills
- Completion and submission of final camp paperwork
- Year-round communication with NDA Staffing Director for potential scheduling of fall and spring camps, competitions and judging opportunities

## BENEFITS FOR NDA STAFF:

- Instructor salary
- Travel and meal expenses covered
- Opportunity to receive a bonus at the end of each summer
- Travel across the United States
- Choreography opportunities
- Develop marketable skills to take with you in the professional world and add to your resumé
- Networking opportunities with fellow NDA Staff and coaches across the country
- Learn and teach routines of all styles
- 40 percent Staff discount in the Varsity Store
- Special Event(s) Invites
- Memories that will last a lifetime!



## **HOW WILL I BE NOTIFIED IF I AM HIRED?**

You will be notified by March 1st of your employment status. Staff is hired in each region based on the number of returning veteran staff and the number of camps projected for the summer. If you are selected as a New NDA Instructor, you will be sent a comprehensive packet of information that will contain paperwork and detailed information on all areas of instructing summer camps for NDA.

## **IF HIRED, HOW WILL I BE TRAINED?**

All NDA Instructors attend a mandatory Staff Training. This extensive meeting historically falls during Memorial Day weekend, and will cover all aspects of your job as an instructor (policies, procedures, teaching methods, safety, etc.). NDA will coordinate transportation to and from the Staff Meeting, and all meeting expenses will be paid for and/or provided.

## **IF HIRED, HOW WILL I BE STAFFED FOR CAMPS?**

Your availability during the summer will be the biggest factor in determining how many camps you will have on your initial schedule. We require that you be available for at least 5 full weeks during the summer (June through August). You will be scheduled to drive to camps within a 6 – 8 hour radius from your home address; we will attempt to give you as much information as possible to set up travel with other instructors. You may also be scheduled for camps outside of driving distance. If this is the case, NDA will coordinate all necessary travel for those camps. Travel is a required part of the NDA Instructor position, and you are ultimately responsible for getting yourself to and from camp. The more flexible you are, the more camps you will be scheduled for throughout the summer. Camps that grow in enrollment and the addition of Home Camps will allow you to join camps as your schedule permits.

## **HOW MUCH WILL I GET PAID?**

The NDA pay scale is based on experience and will be set once you are hired. Once at camp, all lodging and meals will be paid for by NDA. On top of your base pay, you will receive non-taxed expense money per camp for travel and additional meals. If you are asked to travel a longer distance and you go beyond the fixed amount, you will be reimbursed through an expense report. If you are scheduled for a Commuter Camp or a Home Camp, you will be housed in a hotel and given more expense money since you will need to purchase more of your meals. You will be trained on all of these procedures at Staff Meeting.

## **IS THE NDA INSTRUCTOR POSITION YEAR-ROUND?**

Although the summer has the heaviest volume of camps, NDA has much to offer throughout the year. Spirit Championships, Classic Championships and National Championships are held across the country, and staff members play a vital role in the success of these events. NDA also recommends staff members for judging and choreography throughout the year.

Be sure to turn in your complete paperwork and video by the deadline.

We look forward to reviewing your application!

# INSTRUCTOR APPLICATION



All applications must be submitted by **January 2<sup>nd</sup>, 2021**. For more information, please visit the "Staff" page at [nda.varsity.com](http://nda.varsity.com).

**Note: Applicant must turn 18 years of age by the end of May.**

To apply, please submit the following with this form:

- 1 full body picture in uniform/dance attire and one head shot
- 3 letters of recommendation (may be written by teacher, dance instructor, coach, etc.)
- Unlisted YouTube links for each item below to include the following:
  - A brief intro including your name, where you currently dance and why you would like to be an NDA Instructor
  - Hip Hop Routine – at least 8 8-counts in length
  - Pom Routine – at least 8 8-counts in length
  - Jazz Routine – at least 8 8-counts in length
  - Kicks/Extensions to the front and side – center floor or progressive
  - A combination of advanced/elite leaps (switch leaps are considered elite)
  - At least 1 advanced/elite turn combination that includes a triple turn and fouetté turns
  - Demonstration of teaching skills (**teach** a left single pirouette to the camera as you would teach it to a camper who has never done the skill before)

*Note: No music is necessary for the kick, leap and turn segments. No team or group performances please. Suggested attire for the video is a uniform or form-fitting dance attire. No warm-ups or T-shirts please.*

Submit completed application, videos, photos and letters of recommendation to: [bit.ly/Apply-NDA21](http://bit.ly/Apply-NDA21)

*\*Your application will not be processed until all items are received.*

*\*\*You will be notified of employment status by March 1.*

PLEASE TYPE OR CLEARLY PRINT THE FOLLOWING INFORMATION:

## HOME INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

## OFFICE USE ONLY

Camp \_\_\_\_\_

Date application was presented \_\_\_\_\_

Presenting Head Instructor \_\_\_\_\_

## SCHOOL INFORMATION

I am currently in (check one):

HIGH SCHOOL (must be a Senior to apply)

Which college or university are you planning to attend (if applicable)? \_\_\_\_\_

COLLEGE (check one)

Freshman     Sophomore     Junior  
 Senior     Graduate School

Major in School \_\_\_\_\_

Name of school you are currently attending \_\_\_\_\_

Do you currently dance for the school listed above?     YES     NO

Your address at your college/university if you do not live at the home address already listed: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Graduated – occupation \_\_\_\_\_

## PERSONAL INFORMATION

Do you have reliable transportation to get to camps if hired?     YES     NO

Which city and state will you live in throughout the summer? \_\_\_\_\_

I would like my personal information sent to the following address:

Home     School

I am over 18 years of age.     YES     NO

If you are not yet 18 years of age, but will turn 18 this year, please let us know on what date \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender \_\_\_\_\_

This job requires 8-12 hours per day standing, walking, and performing skills/tasks based on the position you are applying for. Are you able to perform the functions of this role without a reasonable accommodation?

YES     NO

Are you related to anyone employed by Varsity Spirit or its affiliates?

YES     NO

Have you ever been convicted of a crime, other than minor traffic violations?

*(A conviction will not necessarily disqualify you. The nature of the offense, the date, the relevance to the position(s) for which you are applying and the surrounding circumstances, however, may be considered. You are not required to disclose information regarding sealed or expunged records of convictions or arrests.)*     YES     NO

If yes, describe in full: \_\_\_\_\_

Camp(s) attended (camp brand, location and year)? \_\_\_\_\_

**PLEASE BE SURE TO COMPLETE BOTH FRONT AND BACK SIDES AND RETURN TO NDA AT THE AFOREMENTIONED ADDRESS.**

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Please list your teaching experiences, honors, awards, activities and other responsibilities:

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Do you have a personal website (Facebook, Twitter, Instagram, etc.)? If I went to your page, what would I find?

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Do you consider yourself hardworking and have the ability to follow through with commitment? Please explain.

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Why do you feel you would make a strong NDA Instructor?

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