



## Hyde Square Task Force | Dance Programs Coordinator

**Hyde Square Task Force (HSTF)** is an award-winning youth development organization based in the Hyde–Jackson Square area of Jamaica Plain/Roxbury, known as Boston’s Latin Quarter. Founded almost 30 years ago, HSTF now engages more than 800 youth ages 6–25 in college and career preparation, Afro-Latin arts and cultural enrichment, and community-building initiatives. In doing so, we ensure that youth have the arts and educational opportunities they need and deserve in order to be successful, and that their voices and cultures are valued and celebrated in Boston’s Latin Quarter and beyond. Our work is guided by our

mission: to amplify the power, creativity, and voices of youth, connecting them to Afro-Latin culture and heritage so they can create a diverse, vibrant Latin Quarter and build a just, equitable Boston.

**Position:** Dance Programs Coordinator, full-time, reporting to the Director of Arts and Education Programs.

**Job Summary:** The Dance Programs Coordinator will oversee all Afro-Latin dance offerings at HSTF, specifically Jóvenes en Acción/Youth in Action’s dance team and Learn Through Dance (LTD) program. The coordinator will work as an integral member of the Jóvenes en Acción/Youth in Action (JEA) Team. Under the guidance of the Director of Arts and Education Programs, the coordinator’s main responsibility will be to work with middle- and high-school program participants who are part of JEA’s Ritmo en Acción dance team, including fostering a cohesive ensemble of youth ambassadors of Afro-Latin arts in Boston’s Latin Quarter and beyond; cultivating young people’s dance and performance skills; and teaching the cultural history and traditions of various Afro-Latin dance styles. The Dance Programs Coordinator will also oversee dance instruction for LTD, which brings Afro-Latin dance instruction into Boston Public Schools during the school day. The coordinator is responsible for the creation and refinement of Afro-Latin dance curricula for in-school and out-of-school instruction. Additionally, the Dance Programs Coordinator will work closely with Education staff to ensure JEA youth stay on track academically. Lastly, the coordinator will serve as a representative of HSTF at events, meetings, and other external commitments as needed.

### **Jóvenes en Acción/Youth in Action (JEA) (70%):**

- Supervise JEA’s dance teaching artist and work collaboratively with them to teach various Afro-Latin dance techniques and choreography to youth in grades 8-12.
- Develop and refine Afro-Latin dance curricula that incorporates cultural history and a social justice lens for each dance style.
- Ensure that all curricula and activities promote positive youth development skills and outcomes including but not limited to: critical thinking; problem-solving; teamwork; self-worth; confidence; conflict resolution; and reflection.
- Help program participants discover and shape their artistic and cultural identity through creative exploration and inquiry.
- Implement artistic evaluations to assess participant growth including recommendations for improvement.
- Supervise all activities related to JEA’s dance team including classes, workshops, external performances, and other commitments as they arise.
- Communicate with participants and their families regarding events, program attendance, and overall participant involvement. Communicate with other providers as needed.
- Monitor homework and tutoring spaces for JEA participants.
- Work collaboratively with other arts staff to plan and implement collaborative artistic projects, performances, and events as appropriate.
- Work closely with education staff to ensure JEA youth stay on track academically.
- Work closely with other JEA staff to monitor the overall well-being, performance, strengths, and challenges of program participants.

### **Learn Through Dance (LTD) (20%):**

- Supervise teaching artists and provide substitute dance instruction as needed.
- Enhance/develop age-appropriate Afro-Latin dance curricula that incorporates cultural history and a social justice lens for each dance style.

- Attend and observe classes at least once per month to build relationships with participants and monitor program quality.
- Communicate regularly with school staff about scheduling, expectations, and other needs to ensure a positive relationship with school partners and overall positive program outcomes.
- Coordinate one performance/showcase annually with each school partner.

**Other administrative responsibilities (10%):**

- Ensure all necessary program data is collected.
- Ensure all program curricula and activities are aligned with organizational goals.
- Document all new curricula and enhancements for ongoing HSTF use.
- Submit all program data and reports in a timely matter.
- Attend and participate in weekly staff and youth programs meetings.
- Support on an ongoing basis all youth programs activities (orientation, youth recruitment and enrollment, team building activities, etc.).
- Support and participate in a variety of organizational activities (staff committees, events, workshops, etc) throughout the year.

*The above is not an exhaustive statement of every duty and responsibility required. Other duties will be assigned.*

**Qualifications:**

- Bachelor's degree in Dance, Dance Education, or a related field.
- 2 years minimum experience teaching dance to urban youth and/or youth development experience.
- Demonstrated expertise in Afro-Latin dance preferred.
- Bilingual in Spanish and English preferred.
- Strong classroom management skills.
- Energetic teaching style.
- Strong project management, computer, and communication skills.
- Demonstrated ability to successfully work and communicate effectively and respectfully with youth and adults of all cultural and socioeconomic backgrounds.
- Demonstrated ability to successfully work in goal-oriented team environment.
- Enthusiasm, positive sense of humor, ability to take initiative, and professionalism.
- Must be flexible, organized, reliable, responsible, collaborative, and creative.
- Flexibility to work hours as program needs change (occasional weekends)
- Successfully pass CORI and SORI background checks.

**Salary:**

Anticipated salary range is \$37,500 to \$40,000 commensurate with experience. Benefits include: medical insurance, parking, vacation time, personal days, paid holidays, sick time, 403(b) program, and a supportive work environment.

**How to apply:**

Interested candidates must be authorized to work legally in the United States. Candidates should submit their resume and cover letter to [Danceprogramscoordinator@hydesquare.org](mailto:Danceprogramscoordinator@hydesquare.org). **No walk-ins or phone calls please.**

*Hyde Square Task Force is an equal opportunity provider and employer. We value having a diverse staff who are representative of the community we serve and bring to our organization a variety of traditions, experiences, and points of view. Individuals of all backgrounds are strongly encouraged to apply.*