

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. We're the first, and we're the best.

The National Dance Alliance 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.

The following list will give you some pointers in successfully filling out your application and filming your video:

- Please note that you must turn 18 years of age by the end of May in order to apply for NDA Staff this coming summer. If you do not meet this requirement, please contact the NDA Staffing Department to discuss your options.
- Type or clearly print your application and include one full body picture in uniform/dance attire and one headshot.
- Ask three (3) non-family members to write short recommendations on your behalf. We strongly suggest requesting one letter from a current coach or instructor.
- Start early! It can be stressful putting together a quality video at the last minute.
- Think of your video as a job interview. Only include the best of your abilities and let us get to know YOU!
- Review your video before sending it in – make sure it contains the following:
 - A close up, brief introduction 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 to showcase talents
 - At least 1 advanced/elite turn combination that includes a triple turn and fouetté turns
 - Demonstration of teaching skills – show us how you would teach a left single pirouette to a camper who has never done the skill before
- No music is necessary for the kick, leap and turn segments of your video. No team or group performances please.
- Suggested attire for your video is a uniform or form-fitting dance attire. No warm-ups or T-shirts please.
- Send your video in an appropriate package to prevent damage during transit. You can also email your video and all required documents to nda.dance.videos@gmail.com.

You will be notified of employment by March 1st. If you do not receive notification, please contact NDA Staffing Director Kelsey Buckner immediately at kbuckner@varsity.com.

We look forward to reviewing your application and skills. Thank you for your dedication to the National Dance Alliance!

Sincerely,
The NDA Staffing Department



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 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!

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NDA Staff 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 policies, 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 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 by NDA
- 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!

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All applications must be postmarked by **January 2nd, 2019**. For more information, please visit the "Staff" page at 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 headshot
- 3 letters of recommendation (may be written by teacher, dance instructor, coach, etc.)
- Jump/flash drive or private internet link (i.e. Dropbox, etc.) 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.

Mail completed application and attachments to:

Varsity Spirit Attn. Kelsey Buckner
640 Shiloh Road, Building 2, Suite 200
Plano, Texas 75074

You may also email video and documents to nda.dance.videos@gmail.com

**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 _____

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?

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 a car available to drive 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

Birth Date _____ Age _____

MALE

FEMALE

List any injuries or health concerns you have that may affect your ability to work?

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

PLEASE BE SURE TO COMPLETE BOTH FRONT AND BACK SIDES



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Honors, awards, activities, hobbies, and special talents (academic, social, community, and athletic):

Dance team experience and honors:

Studio training and experience:

Teaching experiences (studio teaching, younger dance teams, captain/team leader responsibilities, private lessons, etc.):

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