

**Sitka Tribe of Alaska**  
**Job Description**  
**DANCE COORDINATOR**

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<b>Exempt:</b>	No	<b>Grade:</b>	1
<b>Department:</b>	Sitka Tribal Enterprises	<b>Hours:</b>	Varies
<b>Reports to:</b>	Dance Coordinator	<b>Effective Date:</b>	June 2, 2021

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## **I. SUMMARY**

This position supports all aspects of the Naa Kahídi Dance program, focusing on quality, customer service, professionalism, and perpetuation of the Tlingit culture and cultural values of the Native Community of Sitka. Work hours vary throughout the summer season due to fluctuating cruise ship schedules. Employees must be able to work early mornings, weekends, evenings and assigned holidays.

## **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **A. Supervision and Authority**

- This position does not supervise any other position.

### **B. Dance Show**

- Attend dance performances as scheduled by the dance show coordinator
- Must be at performance site 30 minutes before performance time
- All dancers will greet visitors for 15 minutes after each performance
- Respond to visitor questions in a helpful and courteous manner
- Assist with fundraising events for promotional travel

### **C. Meetings, STA Reporting and Professional Conduct**

- Attend all required training workshops.
- Attend monthly Tribal Tours staff meetings.
- Abide by STA and STE handbook policies.
- Report problems or concerns to the tourism manager.
- Responsible for safekeeping and return of assigned keys and uniforms.
- Wear required uniform and maintain professional appearance. Smoking cigarettes and chewing tobacco are prohibited while on duty.
- Report to Dance Show Supervisor with problems/concerns
- Adhere to Naa Kahídi dancer policies regarding attendance, regalia, and behavior
- Represent Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal Citizens, the public, and the media.
- Communicate clearly to passengers and co-workers in a professional manner
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner.
- Perform other duties as assigned.

### **III. MINIMUM REQUIREMENTS**

#### **A. Education**

- n/a

#### **B. Experience**

- Previous customer service experience preferred

#### **C. Additional Requirements**

- Current certification in CPR and First Aid or ability to obtain certification (training, if needed, will be provided)
- Complete Tribal Tours Training program and be Alaska Host Certified

#### **D. Knowledge, Skills and Abilities:**

- In previous employment, demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule).
- Ability to communicate effectively orally.
- Ability to work well with children and Elders.
- Ability to travel

### **IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES**

- Understanding of the Native Community in Sitka
- Previous experience working for a tribal government

### **V. PREFERENCE**

Tribal Citizen and Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

### **VI. ADDITIONAL**

#### **A. Criminal Background Check**

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a supplemental employment application. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense,
- Who has been found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence,
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness,

- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or a child,
- Who has been convicted of a crime involving dishonesty or theft or violation of a gaming law.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

**B. Drug- and Alcohol-Free Workplace**

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.