



## DANCE REGISTRAR JOB DESCRIPTION

The Gabriella Foundation (TGF), [www.gabri.org](http://www.gabri.org), a non-profit organization, was established in 1999 in memory of Gabriella Axelrad, a thirteen-year-old who loved to dance. The organization's mission is to transform the lives of underserved youth in Los Angeles through high-quality dance instruction.

TGF's original program, ***everybody dance!***, began as a free after-school dance program in 2000 in an affordable housing project near downtown Los Angeles. Today, the program serves over 2,700 students as the leading provider of high-quality dance instruction in the city's impacted, underserved communities.

***Everybody dance!*** is in search of a part-time Dance Office Registrar to oversee after-school and weekend activity in designated dance studios during hours of operation. S/he will provide excellent customer service to parents and serve as an ambassador of the ***everybody dance!*** program. The dance season schedule is approximately 10-12 hours per week. A typical week will be Mondays and Wednesdays 5:45pm – 8:45pm and Saturdays 9:30am – 3:30pm. Location: Dr. Maya Angelou Community High School in South Los Angeles.

### Essential Functions:

- **Customer Service and Reception:** Demonstrate expert knowledge about the program, hold students and parents accountable to all rules and regulations, and answer questions as an ambassador of the program. Greet parents and students warmly and professionally. Answer incoming calls, retrieve voice mail and return calls, and tend to email in a timely manner. Coordinate and co-host annual program orientations and registration, oversee parent volunteer service hour responsibilities, manage family accounts, assist with field trip and event coordination, and direct traffic on the campus and to dance studios. Provide dance instructors and parents with critical information or news. Collaborate and communicate effectively with the Dance Office Registrars at two additional ***everybody dance!*** studio sites.
- **Administrative Duties:**
  - **Cash Handling:** Collect payments for tuition and fees, and prepare a bi-weekly deposit and report of cash and checks received.
  - **Data Entry:** Enter all payment transactions, attendance and service hours into the database daily according to agreed-upon data-entry protocols. Keep family records updated and inform families about overdue balances. Add entries to the ongoing student lottery lists.
  - **Inventory and Ordering:** Track inventory of office, janitorial supplies and merchandise and report inventory needs for bi-weekly orders.

- **Facility Management:** Maintain all physical aspects of the dance office. Keep bulletins up to date. Oversee custodial work and assure studio space and waiting areas maintain a clean and orderly appearance. Assume responsibility for any volunteer duty that is not accomplished and supervise parents who are in service.

**Desired Qualifications**

- Previous administrative or clerical experience
- Proficient computer skills and use of Microsoft Office (Word, Excel primarily)
- Experience working in a setting with students, parents/guardians and family members
- Excellent verbal/written communication skills and customer service skills
- Excellent organizational skills and ability to multi-task
- Knowledge and love of the arts, especially dance
- Bilingual in Spanish
- Preferred: Experience with Mac computers, Studio Director or other database software, Square Register or other payment processing systems.

**Compensation:** Hourly rate of \$14-15

**Application Procedure:** Please submit cover letter and resume to [employment@everybodydance.org](mailto:employment@everybodydance.org). No calls or visits.

***THE GABRIELLA FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER***