



NDA Instructor

application

Dear Applicant:

Congratulations on receiving an application for employment on the National Dance Alliance Staff. NDA takes great pride in providing dance instructors who are dedicated to superior leadership and athletic excellence. We've built our reputation on a long-standing tradition of excellence, quality, and integrity in everything we do. We're the first, and we're the best.

NDA runs the most well-rounded camps in the nation. For over fifty-nine years we've brought you the most exciting and BEST dance training in the world, and we pride ourselves in having the most professional staff in the industry. Each and every NDA instructor is highly trained, caring, enthusiastic, and determined to help each team member reach their goals and each team become the best they can be.

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

- Please note that you must turn 18 years of age by May in order to apply for the NDA Staff this summer. If you do not meet this requirement, please keep this application in order to apply next year.
- Ask three people to write short recommendations on your behalf. We strongly suggest having one letter from your current director.
- Start early - it is stressful to throw together a quality DVD/video at the last minute.
- Think of your DVD/video as a job interview. Only include the best of your abilities.
- Review your video before sending it in! Make sure it contains 1) A close up of the applicant giving a brief introduction including name, where you currently dance, and why you would like to be an NDA instructor. 2) Hip Hop Routine – at least 8-8 counts in length. 3) Pom Routine – at least 8-8 counts in length. 4) Jazz Routine – at least 8-8 counts in length. 5) Individual must perform kicks to the front and side – across the floor or progressive. 6) Individual must perform a combination of leaps to showcase talents (switch leap or better are considered elite.) 7) Individual must perform turn combinations to showcase talents (must show triple turn and fouette turns.) No music is necessary for kicks, leaps, and turns segments. No team or group performances please. Suggested attire for the video is a leotard, sports top, dance pants, or similar dance outfit. Please do not wear warm-ups, t-shirts, or wraps.
- Type or clearly print your application, and include a close up picture.
- Send your DVD/video in an appropriate package (tapes are easily broken in the mail.) Please be aware of the deadline on your application.

You will receive a letter confirming the receipt of your DVD/video and application within a month. If you do not receive this letter, please call our office. You will be notified of employment by March 1st. Once again, we congratulate you and look forward to reviewing your application and video.

Sincerely,
The NDA Staffing Department

Frequently Asked Questions:

✓ ***How will I be notified if I am hired?***

You will be notified by mail before 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 Meeting that will take place in the month of May. 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 expenses are taken care of for the meeting, however, salary is not paid during this training session.

✓ ***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 request 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 to 8 hour radius from your home address, and 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, and NDA will coordinate travel for these 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 receive throughout the summer. Camps that grow in enrollment and the addition of Private Camps will allow you to add camps continuously throughout the summer as your schedule permits.

✓ ***How much will I get paid?***

The NDA pay scale is based on experience in performing and teaching 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 Private Camp, you will be housed in a hotel and given more expense money since you will be on your own for more 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 entire year. Spirit Championships, Nationals, and Classic competitions are held all over 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, which helps you to earn extra money for school.

We look forward to reviewing your application.

Be sure to turn in complete and professional paperwork and video by the deadline!



NDA Instructor Application

Note: Applicant must turn 18 years of age by May.
All applications must be postmarked by: December 1st

To apply, please submit the following with this form:

1. DVD or VHS Video
2. One full length picture of the applicant in leotard and one close up picture.
3. Three (3) letters of recommendation – may be written by a sponsor, teacher, dance instructor, coach, etc.

The DVD/VHS video should consist of: 1) A close up of the applicant giving a brief introduction including name, where you currently dance, and why you would like to be an NDA instructor. 2) Hip Hop Routine – at least 8-8 counts in length. 3) Pom Routine – at least 8-8 counts in length. 4) Jazz Routine – at least 8-8 counts in length. 5) Individual must perform kicks to the front and side – across the floor or progressive. 6) Individual must perform a combination of leaps to showcase talents (switch leap or better are considered elite.) 7) Individual must perform turn combinations to showcase talents (must show triple turn and fouette turns.) No music is necessary for kicks, leaps, and turns segments. No team or group performances please. Suggested attire for the video is a leotard, sports top, dance pants, or similar dance outfit. Please do not wear warm-ups, t-shirts, or wraps.

These items should be mailed to:

National Dance Alliance
Attn. NDA Staffing Dept.

2010 Merritt Drive, Garland, TX 75041.

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

You will be notified of employment by March 1st.

Please type or clearly print the following:

Home Address

Name

Address

City, State, Zip

Home Phone (with area code)

Cell Phone (with area code)

Parent/Guardian Name

E-mail Address

Fill out both sides of this form and return to NDA.

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 - College Classification (check one)

Freshman

Sophomore

Junior

Senior

Graduate School

Major in School: _____

Graduated – occupation _____

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

Address

City, State, Zip

Your phone number at your school address (if in college)

Personal Information

Name of school you are currently attending?

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

Do you have a car available to drive to camps if hired? YES NO

Social Security Number _____ - _____ - _____

Birthdate _____ / _____ / _____ Age _____

Height: _____ Weight: _____

List any injuries or health problems you have which may affect your ability to work: _____

Camp(s) attended:

Camp Location / Year _____

Which company administered the camps? (ie. NDA, etc.) _____

Office Use Only:

Camp _____

Date application was presented _____

Presenting Head Instructor _____

Office code HR MR TR TO AH



NDA Instructor Application

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?

