**Junior Staff Agreement Form**

*Junior Staff Program Manager 202-269-1600 youthprograms@danceplace.org*

You have been accepted into the Junior Staff Program. Those accepted into the Junior Staff program will receive a bi-weekly honorarium of $50 for **FULL and COMPLETE** participation in the program.

**All Junior Staff are REQUIRED to**:

Attend weekly meetings

Attend weekly arts class and participate in semester performance

Attend all scheduled work shifts during the week/weekend on time

Attend 1 Performance at Dance Place each semester

The Junior Staff program utilizes the arts to provide teens with skills and heightened experience in career preparedness, interpersonal and intrapersonal skills, higher education readiness, healthy living practices, and life skills post-high school and beyond. In an effort to create a program with standards that benefit both Dance Place and Junior Staff members, you are expected to follow a certain set of agreements. **Read each agreement below carefully, and write your initials to confirm your understanding and agreement to the policies:**

**Respect for Dance Place Staff/Supervisors/Fellow Junior Staff Members/Dance Place Community**

I will use appropriate language (no foul language, cursing, etc) and references as well as display positive and appropriate behavior toward and around all Dance Place staff members while in and around the building. \_\_\_\_\_\_\_\_

I will not use my electronic device (cell phone, tablet, IPod, etc) during work shifts, classes, Monday meetings, or special events at Dance Place or online unless it relates to my work or given permission. \_\_\_\_\_\_\_

I will display positive and appropriate behavior (no horse playing, fighting, joning) towards and around all children and Junior Staff members at Dance Place or online. \_\_\_\_\_\_\_

If I engage in inappropriate touching, harassment, bullying, physical fighting, vandalism, stealing, illegal activity, violent behavior, or anything of the like, I will receive immediate consequences and possible dismissal from the Junior Staff program. \_\_\_\_\_\_\_

**Work Place Etiquette and Rules of Respect**

I will respect the space and facilities inside, outside, and around Dance Place. I will do more than expected to clean up the facilities and keep Dance Place a safe and respectable environment. \_\_\_\_\_\_

I understand I have to leave the building by 7:00pm. I understand I am not allowed to occupy any part of the building without being supervised. \_\_\_\_\_\_\_\_

I will arrive 15 minutes before all meetings and work shifts and stay for the entire session. \_\_\_\_\_\_

I will NOT bring ANY guests with me to my work shift or to any virtual meetings/work shifts. \_\_\_\_\_\_\_

I will dress appropriately for the professional setting of Dance Place, this includes any virtual meetings/work shifts. \_\_\_\_\_\_\_\_

**Communication and Contact Guidelines**

I will confirm that all my contact information is up to date (cell phone, email, address etc.). \_\_\_\_\_\_\_

In case of an emergency and I cannot make my work shift, I will call the program manager or Dance Place immediately. \_\_\_\_\_\_

I will communicate clearly with the Program Manager and my work shift supervisor about my schedule, absences, and other emergencies. \_\_\_\_\_\_\_

**How to Receive my Honorarium**

I am in charge of logging my hours on my timesheet and making sure it is turned in on time. I will be paid every two weeks, and can pick up my check on **Fridays or when the Program Manager is available to sign them out to me, only if I turn it in on time. Due to COVID-19 my checks will be mailed to me at the address I provide.** \_\_\_\_\_\_\_

I understand that if I do not complete all the weekly requirements for the Junior Staff Program then I will lose money in my paycheck. \_\_\_\_\_\_\_

**Perks for Junior Staff Members:**

You may use Dance Place’s wifi on your personal electronic devices.

Network Name: DancePlaceGuest Password: discover2020

Bring us your good news so we can share what you are doing at home, school, and in the community!

Please take advantage of the opportunity to take any adult dance class offered at Dance Place. **DUE TO COVID-19, PLEASE CHECK DANCEPLACE.ORG FOR AN UPDATED ADULT CLASS SCHEDULE**

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| **Monday** | Intermediate Modern dance with Sarah Beth Oppenheim (6:30pm-7:45pm) – Dance Place  Beginner Jazz with Ralph Glenmore (6:30pm-7:45pm) – DP2  Intermediate Hip-Hop with Project ChArma (8:00pm-9:30pm) - DP2 |
| **Tuesday** | Beginner African dance with Mama Marcia (6:30pm-7:45pm) – Dance Place  Adv. Beg. / Int. Tap Dance & Body Percussion with SOLE Defined (6:30pm-7:45pm) - DP2  Intermediate Cuban Dance: Rueda de Casino with DC Casineros (7:45pm-9:00pm) - DP2 |
| **Wednesday** | Advanced Modern dance with Sarah Beth Oppenheim (6:30pm-7:45pm) – Edge  Beginner Hip-Hop with Culture Shock (6:30pm-7:45pm) – Dance Place Intermediate Jazz with Ralph Glenmore (6:30pm-7:45pm) - DP2  Advanced Hip-Hop with Culture Shock (7:45pm-9:00pm) – Dance Place |
| **Thursday** | Beginner African dance with Mama Sylvia (6:30pm-7:45pm) - Edge  Mixed Level Cuban Dance: Rueda de Casino with DC Casineros (7:30 PM – 08:30 PM) – Dance Place  Mixed Level Cuban Dance: Casino Partner Work with DC Casineros (8:30 PM – 09:30 PM) – Dance Place |
| **Saturday** | Beginner Modern dance with Carla (9:30am-11:00am) – Dance Place Intermediate Modern dance with Deborah Riley (11:00am-12:30pm) - Dance Place  Advanced Modern dance with Orange Grove Dance (12:30pm-2:00pm) - Dance Place  Beginner/Intermediate African dance with Mama Tiffany (2:00pm-3:15pm) – Dance Place |

**Please sign below to confirm your agreements.**

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Junior Staff Member Date Parent/Guardian Date