



Korean Community Services of Metropolitan New York, Inc.

Position title	Department & Location	Reports to
K-Pop Instructor	NY Education Department	Senior Program Coordinator or Assistant Program Manager
	2 Murray Hill Rd. Scarsdale, NY 10583	
Employment status	FLSA status	Effective date
☐ Full-time ☒ Part-time ☐ Temporary ☐ Contract	☒ Nonexempt ☐ Exempt	Fall 2026

About the Organization

Founded in 1973, Korean Community Services of Metropolitan New York, Inc. (KCS) is a nonprofit 501(c)(3) multi-service organization supported by government agencies, foundations, corporations, and individuals. KCS aims to develop and deliver a broad range of social service programs to meet the community's various needs.

Position Summary

The Education Department is seeking an enthusiastic, high-energy, and experienced K-Pop Dance Instructor to join our Westchester team. This role is central to our Kids Program/Creative Studio, where you will introduce elementary school students to the vibrant world of K-Pop. The successful candidate will be responsible for leading an engaging, fun, and age-appropriate 12-week curriculum.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Plan, choreograph, and teach dynamic K-Pop dance routines specifically tailored to the energy and skill levels of young learners in the Kids Program/Creative Studio.
- Monitor student progress and provide individual attention during class activities, adjusting instruction to accommodate different learning styles, paces, and needs.
- Maintain a respectful, high-energy classroom environment that balances fun, discipline, and learning. Must be fully confident and capable of handling all instructional and behavioral responsibilities without a teacher's aide.
- Uphold a safe, clean, and inviting learning space, strictly adhering to KCS' high standards for classroom conduct, inclusivity, and safety protocols.
- Prepare and polish students for live events and studio performances as required by the program schedule.
- Actively engage with both students and their families to build positive relationships, communicate progress, and support overall student development.
- Perform additional duties as assigned by the supervisor to support the success of the Education Department.



Education and Experience Requirements

- High school diploma or equivalent required; current college enrollment or higher education preferred.
- Minimum of one year of dance teaching or youth instruction experience required, with a strong preference for working with elementary-level students.
- Prior experience working with immigrant communities or within multicultural settings is preferred.
- Fluency in English is required; bilingual proficiency in English and Korean is highly preferred.

Minimum Qualifications (Knowledge, Skills, and Abilities)

Knowledge

- A strong, proven background in K-Pop dance and performance, with a specific focus on translating choreographies for younger students.
- An energetic, positive, and enthusiastic attitude, with a demonstrated ability to motivate, inspire, and manage young learners.
- Strong interpersonal skills with a working knowledge of how to effectively communicate and build trust with both children and their families.
- A deep understanding of cultural differences and the ability to work effectively and empathetically with individuals from diverse backgrounds.

Abilities

- Demonstrated ability to plan, choreograph, and execute engaging dance routines that are structurally and developmentally suitable for children.
- Proven ability to confidently manage and lead a classroom size of more than 10 students independently, without the assistance of a teacher's aide.
- Ability to communicate clearly and effectively, both verbally and in writing, in English (and preferably Korean) to perform all essential functions, including the ability to actively listen, speak, and be clearly understood in a loud studio environment.
- A strong commitment to fostering a supportive, safe, and inclusive learning environment where all students feel welcome and encouraged.
- Demonstrated cultural sensitivity and the practical ability to work effectively and respectfully with individuals from diverse socioeconomic and cultural backgrounds.

Skills

- Strong detail-orientation with a proven ability to multitask, manage classroom schedules, and track student progress effectively.
- Excellent interpersonal and problem-solving skills, with a demonstrated ability to work collaboratively alongside KCS staff, parents, and community partners.
- Exceptional communication skills with a natural ability to foster a supportive, welcoming, and inclusive classroom environment.



- Proficient in using Google Workspace (Docs, Sheets, Drive) for tracking attendance and handling program documentation.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Must be available to work on Saturday mornings or afternoons throughout the 12-week program duration.
- Ability to stand, walk, and demonstrate dance movements for extended periods, up to the full duration of the shift.
- Ability to reach, bend, squat, and lift up to 25 lbs. to assist students, manage props, and maintain the studio setup. Fine motor skills and hand dexterity required to operate computer software (Google Workspace) and audio equipment.
- Ability to maintain composure, exercise sound judgment, and respond immediately and effectively to crisis or emergency situations involving minors.
- Comfort working in a high-energy, vibrant studio environment that is frequently noisy and features bright overhead lighting.
- Comfort working outdoors and engaging directly with the public during community festivals, street outreach, or open-air performances as needed.
- Ability to travel locally to represent KCS for community outreach, staff meetings, and special events.

Note

Your labor allocation and project assignments may include responsibilities related to various program areas and projects, including but not limited to AAF Programs.

Employment remains strictly at-will. Project assignments, labor allocation, compensation, title, hours, and duties may be modified based on organizational, operational, or funding needs in accordance with applicable law.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

Compensation:

\$40-\$50/hr



Working Schedule:

0-20 hours per week



Job Description Acknowledgment

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.

I have reviewed the attached job description as outlined above and understand that I am responsible for all duties as outlined and other tasks as may be assigned. I understand that if I need accommodations to perform the essential functions of my job that I must contact my supervisor or Human Resources as soon as possible to begin an interactive process.

Reviewed with employee by:

Signature:

Name and title:

Date:

Received and accepted by:

Signature:

Name and title:

Date:

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.