



On-site Health & Safety Coordinator

Background:

ODC is a groundbreaking contemporary arts institution, delivering its mission through a world class dance company, an innovative presenting theater and digital platform, a dance school for movers of all ages and abilities, and ODC Health with initiatives including a fee-free diagnostic and educational Healthy Dancers' Clinic, and a fitness program for all levels and abilities. Guided by Founding Artistic Director Brenda Way, ODC is nationally recognized for its entrepreneurial spirit and artistic innovation. Unique for its fully integrated vision, ODC strives to inspire audiences, cultivate artists, engage community, and foster diversity and inclusion through dance performance, training, and mentorship. ODC operates a two-building campus consisting of a Dance Commons and the ODC Theater in San Francisco's Mission District (when in-person activities are allowed), and a robust digital program for classes, performances, and engaging dialogue. ODC's programs and activities have contributed to community development, arts education, and access to creative art-making for 50 years.

Position Summary:

ODC On-site Health and Safety Coordinators play an essential role in communicating, monitoring, and enforcing ODC's health and safety protocols with all individuals who enter ODC's campus. Coordinators also serve as liaisons between ODC's facilities, production and rentals teams; ODC, ODC Theater and Rhythm and Motion staff (including faculty and accompanists) and individuals permitted to enter the ODC campus for essential work functions and activities allowed by appointment under approved Health and Safety Plans.

Coordinators report directly to the ODC Operations Manager and are under the day-to-day supervision of the Assistant Operations Manager. Coordinators are responsible for implementing all procedures adopted by ODC and ODC Theater that are applicable to the campus in connection with COVID-19 Health and Safety precautions. When scheduled to do so, Coordinators also ensure that studio tenants and Theater renters have access to the Theater building and their assigned studios.

On-site Health and Safety Coordinator roles are part time, hourly, at-will positions, with no guaranteed shifts or minimum hours. The maximum allowed number of work hours is 8 hours per day and 28 hours per week without prior written permission by the ODC Operations Manager. Coordinator roles are designed to provide on-site building access while implementing and upholding Health and Safety Plans for activities happening on ODC's physical campus. Coordinators will work weekend or weekday shifts as needed. All shifts will be on-site at the ODC Commons and ODC Theater. Specific daily duties can vary according to campus location and nature of events scheduled on campus. Coordinators are expected to

stay informed on and uphold best practices guidelines issued by the SF Department of Public Health, the CDC, and to regularly report to and consult with the ODC Reopening Task Force to assess and adjust new and existing Health and Safety Plans to reflect the most current guidelines.

Compensation:

Pay range: \$19.00 - \$24.00 hourly depending on experience and level of role (Coordinator vs. Lead Coordinator status)

- Accrue one hour of sick time for each thirty (30) hours worked.
- Accrue one class credit for every two (2) hours worked.
- Complementary tickets, as available, for ODC Theater events and ODC Dance performances.

Essential Duties and Responsibilities:

- Communicate, monitor and enforce Health and Safety Plan protocols required for entrance to the ODC Campus
- Review Health and Safety Plan for scheduled activity(ies) during shift
- Communicate and enforce completion of all items on Health and Safety Plan checklist for each individual granted access to ODC Campus during shift
- Execute actions on Health and Safety Plan checklist required prior to arrival and post departure for each individual granted access to ODC Campus during shift
- Example Health and Safety Plan checklist items include:
- Administer or facilitate self-administered tests for non-vaccinated talent or crew members according to specific health and safety plans.
- Ensure that a minimum of two (2) meters / six (6) feet physical distancing is maintained throughout the facility by employees, contractors and visitors, by:
- Limiting size of gathering(s) to set limit
- Instruct and ensure appropriate use of personal protective equipment (PPE), such as gloves, face shields and face masks for the activity being performed and reminding individuals NOT to not share PPE.
- Conduct daily inventories and promptly inform the appropriate facilities personnel of any shortages of cleaning supplies, including washing stations, soap and/or hand sanitizer.
- Verify adequate supply levels within easily accessible disinfectant gel dispensers throughout campus for staff, visitors, suppliers, and customers.
- Report any need for additional area cleaning to the supervisor.
- Discontinue, until properly cleaned, the use of any workspace, tools and equipment used by an employee that is sent home due to illness, is quarantined due to confirmed COVID-19 or COVID-19 like symptoms.
- Ensure vendors/suppliers have taken steps to address proper handling and cleaning of the facility, equipment, tools, and other personal equipment.

- Discourage employees sharing, without first cleaning and disinfecting before and after use, items with other employees, such as phones, kitchen/break room supplies, desks, offices, tools and equipment.
- Require and remind anyone to stay home if they are sick, escalating to the Supervisor, Human Resources and Health and organizational leadership any instances in which someone is staying home or is leaving work due to feeling ill.
- Maintain the daily attendance log of all workers and visitors and, where implemented, ensure the temperature screening process is being properly applied.
- Ensure every participant who arrives for an appointed activity in a campus building fills out the ODC COVID-19 Questionnaire before entering the building.
- Ensure that all procedures set by ODC to Staff, rentals, visitors and other guests are followed to the letter.
- Observe/enforce all other procedures adopted by ODC in connection with COVID-19 prevention.
- Greet and direct clients to their appropriate studios, provide way-finding assistance as needed
- Address needs of theater tenants and liaise with other staff members about Theater and Commons activity.

Administration/Facilities

- Prepare studios for clients / ODC staff ensuring that signage accurately reflects daily activities.
- Keep workspaces and common areas of the buildings tidy and organized
- Communicate with the facility coordinator about building maintenance issues
- Remain aware of (and report if necessary) any incidents in the building
- Open the buildings at start of day/shift, ensuring signs are accurate and areas are clean and ready for clients, lights are on and alarm is disarmed
- Close the buildings at end of day/shift, ensuring that all studios and common areas are restored, all visitors and staff have left the building, the building is appropriately secured, and the alarm is set before leaving
- Special projects and other duties as assigned

Required Qualifications:

- Must be at least 21 years of age and eligible to work in the United States
- Must show proof of vaccination in order to be eligible to work on-site at ODC. For information about remote roles or accommodations, please contact HR@odc.dance
- Proficiency in Microsoft Office Suite and Google
- Excellent verbal and written communication skills
- Excellent relationship-building skills.
- Ability to work with a wide variety of internal and external stakeholders.
- Highly organized, detail-oriented, and flexible with the ability to multitask.
- Proactive problem solver.
- MUST be available weekends and some holidays.

Preferred Qualifications:

- Experience in dance or theater production a plus
- Bilingual a plus

To Apply

- To apply for this position, please **email your current resume and a cover letter to: hr@odc.dance and nick@odc.dance**
- Note, please place the words, "**On-site Health & Safety Coordinator**" in the subject line.
- Please indicate whether you would be available for full-time work if additional work became available.

At ODC we believe the vitality of life in the San Francisco Bay Area is contingent upon continued exposure to a variety of perspectives, beliefs, and wisdom. Our work at ODC is challenging and exciting. We attract people who are committed to dance and the arts and we are willing to work hard to engage our audiences and serve our communities. If you want to make a difference, challenge yourself and help us continue to innovate, we welcome your energy and talents. People of color and people with disabilities, of diverse sexual orientations, gender expressions and identities are welcome and encouraged to apply.