



Job Description

Position Title:	Counselor
Report:	Director of Campus Life (Camp Director)
FLSA Status:	Exempt
Status:	Full Time Seasonal
Dates:	June 15 - August 10, 2024

Purpose and Scope

Counselors have an essential role at Meadowmount School of Music, directly impacting students' day-to-day experiences. This live-in position is responsible for creating a positive, structured environment that supports student growth, fosters a sense of community, and ensures students' safety and wellbeing. Counselors work closely with students, staff, and faculty to maintain the daily schedule and uphold school policies.

Activities

The following are the primary duties and responsibilities for this position.

Student Support and Supervision:

- Oversee the daily activities and schedules of students aged 13-17.
- Assist students with their transition to Meadowmount life, providing guidance and support as needed.
- Conduct regular check-ins to ensure students are following their practice schedules and upholding school policies.
- Supervise students during designated practice hours, free time, and scheduled activities.
- Maintain a record of students' whereabouts and assist with concert attendance tracking.

Program Implementation:

- Assist in facilitating a structured and positive dormitory environment.
- Encourage student participation in activities, helping them to balance practice, recreation, and rest.
- In addition to supervising students within their dorm, Counselors are responsible for monitoring under-18 students during the afternoon and on weekends, and actively plan and lead clubs, activities, and field trips.
- Serve as a liaison between students and staff, promoting clear communication and addressing any issues that arise.
- Supervise off-campus trips, field activities, and evening concerts as assigned.

Leadership and Collaboration:

- Serve as a positive role model for students, embodying the values of Meadowmount.
- Collaborate with the Head Counselor, assistant camp director, camp director, faculty, and other staff members to ensure a consistent and fair implementation of school policies.
- Support fellow counselors and contribute to a cohesive, team-oriented environment.
- Report student issues, rule infractions, or emergencies to the head counselor or camp director as appropriate.

Emergency Response:

- Be prepared to handle emergencies and implement safety protocols. This could range from a medical emergency, shelter-in-place during storms, power outage, or a bat inside the dorms.
- Provide first aid and seek medical assistance if necessary. Remain with students - this may include taking students to the emergency room or clinic.
- Document and report incidents promptly and accurately.

Qualifications:

- Must be at least 21 years of age.
- Experience working with students aged 13-17, preferably in a camp or residential setting.
- Strong leadership, communication, and interpersonal skills.
- Ability to foster a supportive, positive atmosphere in the dormitory and across campus.
- CPR, First Aid, and AED certification preferred.
- Valid driver's license is a plus.
- Ability to pass a background check.

Physical Requirements:

- Ability to participate in various physical activities, including standing, walking, and lifting up to 25 pounds.
- Willingness to work outdoors in varying weather conditions.

Compensation:

- **For Meadowmount Students:** A stipend equivalent to tuition and room & board.
- **For Parents of Students:** A stipend equivalent to one student's tuition. Room & Board is provided.
- **For all other applicants:** Room & board is provided and a stipend of \$660 per week for 8 weeks is provided.

Student Counselors Note:

- For Counselors who are accepted as Meadowmount students, they are considered counselor first and student second. Student Counselors are responsible for ensuring their duties are covered while in lessons, chamber music coachings, and rehearsals. In making the decision to apply for the Counselor position, students are encouraged to weigh the responsibilities and requirements of the counselor position alongside artistic and learning goals for the summer.