



## Job Posting: Assistant Director of Campus Life / Head Counselor

### Meadowmount School of Music

Westport, NY

**Dates:** Full-time onsite June 2 to August 15, 2025 (10 weeks) - plus - part-time hybrid/remote starting in May through the end of August to ramp up and wind down from the summer program.

**Compensation:** \$1,200 per week plus travel stipend for 10 weeks / \$30 per hour for part-time remote work May and August. (\$12,000 - \$14,000)

**Room and Board:** Private room with AC, all meals provided.

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### About Meadowmount:

*One of the most unique experiences for a young musician; I would recommend this program to any student with ambitious dreams in music!*

– 2024 Meadowmount Student

Founded in 1944 by legendary violin teacher Ivan Galamian, the Meadowmount School of Music is a seven-week summer program for violinists, violists, and cellists. Musicians ages 10 to 30 from around the world gather at the school's campus in the Adirondack Mountains in northern New York to immerse themselves in an environment where they can focus on personal and artistic development through intensive training with leading faculty, individual practice, chamber music, and performance opportunities. With a capacity enrollment of 180 on the 49-building, 240-acre campus, the school retains an intimacy that provides for personal attention and fosters camaraderie among students. Many students return year after year, and alumni retain strong connections and return as faculty and guest artists, ensuring the continuity of the Meadowmount teaching tradition.

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### Position Overview:

Working closely with the Director of Campus Life, this position is responsible for student safety, training, and drills, coordinates student life activities including field trips, trips to town and local walks, clubs, and events on campus, sets a calm and professional tone for the campus ensuring that faculty, artistic staff, and students are able to achieve Meadowmount's artistic and education goals, supports counselors and resident assistants with building community and strives to create a welcoming space for all students. During the summer, this is a public facing position that represents Meadowmount to parents and at concerts on and off campus. This position supervises students and needs to be comfortable working with students ages 10 to 30.

### Primary Duties and Responsibilities:

- In the absence of the Director of Campus Life, responds to all NYDOH questions and inquiries, and facilitates all inspections and testing.
- In the absence of the Director of Campus Life, acts swiftly and coordinates responses to medical emergencies, weather related situations, potentially dangerous situations on campus, wildlife related issues, and/or conflict following the guidelines in the Meadowmount Safety Plan.

*Founded in 1944 by Ivan Galamian*

- Plans student outings and activities in a manner consistent with the Meadowmount Safety Plan, and places student health as a top priority in all decision-making. Supports planning and management of events and activities including field trips, non-artistic events on campus, trips to town, local walks and hikes, and clubs and activities on campus. Assigns counselors to clubs and field trips and personally leads field trips, trips to town, local walks, activities, and clubs. This includes driving students and arranging transportation.
- Manage confidential medical information for students confidentially and appropriately.
- Supports the Director of Campus Life with preparation for orientation and training of counselors, resident assistants, and service award students. Supports and participates in training for seasonal staff, counselors, and resident assistants.
- Supports campus and student communication to ensure that important announcements and general information are delivered in a timely manner. Ensures that bulletin boards are kept up to date and well organized.
- Supports Counselors with community building. Inspects and ensures that dorm rooms, common rooms, and bulletin boards are clean and that living spaces are ready for student arrival. Facilitates the dorm check out and departure process to ensure a smooth departure for students and families.
- Regularly meets with counselors and resident assistants to understand their needs, student concerns, and any emerging issues. Proactively discussing concerns with the Director of Campus Life.
- Provides an atmosphere that is free of any bias in which students can achieve their goals and potential.

#### **Requirements:**

Must...

- be 21 years of age or older
- have a valid U.S. driver's license
- have CPR and Wilderness First Aid certification (this will be provided as needed)
- pass a background check
- have prior experience working in a summer camp or school environment
- have a willingness to work a varied schedule including evenings and weekends
- contribute to the team in a way that is positive, respectful, resourceful, adaptable, reliable, and professional.

The ideal candidate will...

- have experience leading small hiking groups
- have experience driving 12 - 15 passenger vans
- be comfortable working in a busy setting with many priorities and demands on their time. Be comfortable with shifting priorities, adjusting plans, adapting to unexpected situations while still achieving the important priorities day-to-day.
- be capable of handling a range of interpersonal situations in a calm, empathetic, professional, and confident manner representing Meadowmount's interests to vendors, students, parents, and employees.

#### **How to apply...**

- Please send a pdf of your professional resume with a cover letter explaining your interest in this position to [meadowmount@meadowmount.org](mailto:meadowmount@meadowmount.org).
- The earliest deadline for applications is January 15, however this position will remain open until filled.