



## Job Posting: Director of Campus Life (Camp Director)

### **Meadowmount School of Music**

Westport, NY

**Dates:** Full-time onsite June 2 to August 22, 2025 (12 weeks) - plus - part-time hybrid/remote starting in March through the end of September to ramp up and wind down from the summer program.

**Compensation:** \$1,800 per week for 12 weeks plus travel stipend / \$45 per hour for part-time remote work May and August. (\$32,000 - \$34,000)

**Room and Board:** Private room with AC, all meals provided June 2 to August 22.

---

### **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.

---

### **Position Overview:**

Working closely with the Executive Director, Artistic Director, and Director of Facilities, the Director of Campus Life plans the summer, hires and manages all seasonal campus life staff, serves as the primary contact for the New York Department of Health, is responsible for student safety, training, and drills, coordinates student life activities including field trips, trips to town, 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. During the summer, this is a public facing position and represents Meadowmount to parents and at concerts on and off campus. This position supervises students and must be comfortable working with students ages 10 to 30.

*Founded in 1944 by Ivan Galamian*

## **Primary Duties and Responsibilities**

### **Compliance with NY Department of Health (NYDOH)**

- Responsible for reporting to and compliance with the NY Department of Health and/or other State and Federal regulatory and accreditation agencies.
- Primary liaison to NYDOH at all times, this position obtains the annual camp license, responds to all questions and inquiries, and facilitates all inspections and testing.

### **Student Safety**

- Hires and supervises seasonal nursing staff, assuring 24-hour coverage for the duration of the summer program.
- 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.
- Plans all student outings and activities in a manner consistent with the safety plan, and places student health as a top priority in all decision-making.
- Manages confidential medical information for students confidentially and appropriately.
- Performs regular spot inspections of the Infirmary, Kitchens, and Dormitories to ensure that the campus is a safe and healthy environment for students and employees.

### **Hiring and Training**

- Trains and supervises Counselors.
- Trains and supports Resident Assistants and any Service Award students assigned to campus life activity.
- Supports and participates in hiring, training, and management of summer staff including nursing, kitchen and housekeeping staff.
- Ensures that all necessary employment documentation is on file and that payroll is accurate and submitted to the Executive Director in a timely manner.

### **Student Life and Communication**

- Makes advance arrangements and project manages events and activities including field trips, non-artistic events on campus, trips to town, local walks and hikes, and clubs and activities on campus.
- Coordinates 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.
- Liaises with the Kitchen Directors and communicates menus and any kitchen-related announcements campus wide.
- Manages the fleet of campus-life vehicles according to the summer schedule and ensures that vehicles are only driven by approved drivers, are well-maintained, and kept in an orderly and clean condition.

### **Leadership and Student Support**

- Meets and listens to the concerns of students on a regular basis.
- Encourages, guides, and assists Counselors and Resident Assistants. Proactively supports with

conflict resolution within dorms as issues arise.

- Meets with parents, faculty, and colleague staff to listen and support with any arising issues and resolution of problems.
- Enforces discipline when necessary and involves the Executive Director in any escalation of discipline
- Provides an atmosphere that is free of any bias, in which students can achieve their goals and potential.

**Requirements:**

- Must be 25+ years of age, have a valid Driver's License, and pass a background check
- Must have at least 24 weeks of previous administrative or supervisory experience in summer camp, school, or equivalent setting.
- Must take CPR/First Aid and Wilderness First Aid training before the summer program begins (provided by Meadowmount in June).
- Must have sufficient management experience and background to prepare them to make decisions that will protect the health and safety of students.
- Comfortable working in a busy setting with many priorities and demands on their time. Comfortable with shifting priorities, adjusting plans, adapting to unexpected situations while still achieving the important priorities day-to-day.
- 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.
- Project management and organizational abilities. Able to work independently and quickly to make arrangements for summer and for each week during the summer.
- Attention to detail and ability to meet deadlines
- Candidates with experience working with music schools, camps, or similar performing arts and academic programs will be preferred.

**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, 2025, however this position will remain open until filled.