

**New England Music Camp
Head Counselor Application
8 Goldenrod Lane * Sidney, ME 04330**

Dear Applicant:

Thank you for your interest in the Head Counselor position at New England Music Camp. The application and three reference forms are to be completed and returned on or before October 31, 2018.

Our head counselors are vital to the success of our camp program. Please see the job description below. We seek leaders who are enthusiastic, skilled, creative, and sensitive to the educational and developmental needs of students today. It is required that all applicants for the Head Counseling position be available for Counselor Orientation, June 20-28 and for the complete NEMC camp program June 29-August 13. ***Special consideration will be given to applicants who are available to oversee the Boston Youth Symphony Camp the 12 days following camp (August 13-24) This is a separate contract.***

****Please return completed application and current resumé by October 31, 2018.**
Applications may be submitted via email to Matthew.Wiggin@snowpond.org or by mail to:

**Camp Directors
8 Goldenrod Lane
Sidney, ME 04330**

JOB DESCRIPTION

Title: Head Counselor

Reports to: Camp Directors

Job Summary: Responsible for supervising and evaluating the Counseling Staff to ensure that all campers receive quality camper care.

Summary of Essential Job Functions:

- Work as an integral member of the Administrative Team.
- Recruit and hire the summer camp counselors.
- Assist in planning staff training/pre-camp and provide opportunities for staff development throughout the summer.
- Work with the camp directors and leadership team to implement a risk management plan for the camp.
- Responsible for camper safety and issues, including camper care and discipline, staff cabin assignments and responsibilities.
- Assign and manage afternoon recreational programs and counselor assignments.
- Oversee evening and Monday social/recreational activities for campers.
- Ensure that recreation and cabin programs are of a high quality, challenging, creative, and safe programs for campers of all ages and abilities.
- Oversee all-camp announcements at breakfast and dinner each day.
- Meet regularly with the counselling staff.
- Supervise and evaluate the counselors on a regular basis, both formally and informally based upon their personal goals, and provide them with written evaluation midway and upon completion of their contract.

- Liaise/mediate between the cabin staff when conflicts arise.
- Ensure proper completion and timely submission of all reports.
- Adhere to and support all camp policies, procedures and guidelines as detailed in the NEMC Handbooks.
- Perform any other duties as assigned by the Camp Director.

**One head counselor or their designated assistant will be responsible for supervising the waterfront programs at NEMC.

Physical Aspects of the Position:

- Ability to communicate and work with groups and provide necessary instruction to campers and staff.
- Ability to observe camper and staff behavior and apply appropriate behavior-management techniques, enforce appropriate safety regulations and emergency procedures.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Able to manage lifting, some bending, stooping and stretching as well as daily exposure to the sun and heat and varying environmental conditions.

Minimum requirements:

- Minimum 3 years related experience. Head counselors are required to have excellent leadership, communication and team building skills and knowledge of the care needs of the campers. CPR or Standard First Aid required prior to the start of the camp season.

Other considerations:

- Camp staff members are required to participate fully in the camp activities. Staff members are also required to attend all meals in the camp dining room, with the exception of days off.
- Should be capable of lifting and transferring 20-40 pounds in a safe manner;
- Will reside in staff cabin with private bathroom facilities; housing will be provided for family joining head counselor for duration of contract
- Six-day work week, 24 hours/day on call with scheduled breaks throughout the day and 1 day off per week
- Can be considered for extra assignment of supervising BYSO (Boston Youth Symphony Orchestras) camp following conclusion of NEMC season

Thank you for your interest. We look forward to your application.

Sincerely,

Kim & Matthew Wiggin

Camp Directors

CAMPING EXPERIENCE

Name of Camp State Years Attended Camper or Position?

CERTIFICATIONS: please check all certifications you presently hold. ALL certifications must be current through the end of camp.

| <u>Certificate</u> | | <u>Expiration Date</u> |
|---|-------|------------------------|
| C.P.R. | _____ | _____ |
| Lifeguarding (waterfront module preferred) | _____ | _____ |
| Water Safety Instructor | _____ | _____ |
| Small Craft Instructor | _____ | _____ |
| Sailing Instructor | _____ | _____ |
| Canoeing Instructor | _____ | _____ |
| Archery Instructor | _____ | _____ |

List any other certifications you hold: _____

RECREATION/SOCIAL ACTIVITY EXPERTISE:

Please identify the activities you have expertise to help organize and supervise. These can be athletics, drama, social activities, etc. _____

BOSTON YOUTH SYMPHONY ORCHESTRAS CAMP

Please indicate your availability to stay for the BYSO camp, August 13-24, 2019.

_____ Yes, I am interested and available to stay to help supervise BYSO camp.

_____ No, I am not available to stay to help supervise BYSO camp.

HEAD COUNSELOR APPLICATION QUESTIONS

Please attach an addition document with the answers to the following questions. If we feel it necessary, we will contact you for a skype interview to further discuss the application questions or additional questions.

- 1) The head counselors are required to fill many roles while at camp, including communication with camp counselors, instructing on childhood development, communication with families, and carrying out NEMC’s philosophy of providing a rigorous music program in a *warm, nurturing environment*. In the areas listed above, where do you expect to be the most successful?
- 2) What might be your biggest challenge? How do you plan to overcome that challenge?
- 3) Please describe the qualities you think are most integral for a head counselor to possess. Please give examples of how you think you’ve best demonstrated each of those qualities.
- 4) Why do you want to be a head counselor at NEMC?
- 5) We often talk about the “magic” at NEMC. If you have been at NEMC before, what does that magic mean to you, and where do you think it comes from? If you have not been to NEMC, have you ever been somewhere where there was a “magical” feeling? What provided that feeling?

REFERENCES

List three professional people who will accurately provide insight to your leadership skills, personal qualities, and experience with young people. (Please no relatives)

| <u>Name</u> | <u>Address</u> | <u>Position</u> | <u>Phone</u> |
|-------------|----------------|-----------------|--------------|
| | | | |
| | | | |
| | | | |

I certify that my responses are accurate. _____
Applicant Signature

****Please return completed applications by October 31, 2018. Applications may be submitted via email to Matthew.Wiggin@snowpond.org or by mail to:**

**Camp Directors
8 Goldenrod Lane
Sidney, ME 04330**

New England Music Camp
Head Counselor Application
CONFIDENTIAL REFERENCE

_____ has submitted an application for the position of Head Counselor at New England Music Camp. Head Counselors must bear the responsibility for the safety and well-being of campers ages 11-18, and serve as role models and leaders of the entire counseling staff. It is critical that we apply the highest standards in the selection process. Given the importance of this position, your assessment of this candidate is vital to the safety and well-being of each teenager and counselor entrusted to their care. Please provide an assessment of the candidate's attributes below. Please return this form by October 31, 2018 either by email to Matthew.Wiggin@snowpond.org or by mail to:

NEMC Camp Directors
8 Goldenrod Lane
Sidney, ME 04330

Please use the space provided or a separate document to provide specific examples of the following attributes. Your comments will remain confidential.

LEADERSHIP:

WILLINGNESS TO ACCEPT RESPONSIBILITY:

STABILITY AND SELF CONFIDENCE:

ENTHUSIASM AND ABILITY TO SOLVE PROBLEMS:

ESTIMATE THE AMOUNT OF TIME THIS PERSON DISPLAYS A POSITIVE ATTITUDE:

PLEASE PROVIDE AN EXAMPLE OF THIS PERSON'S WORK ETHIC AND INTEGRITY:

In what capacity have you known the applicant? _____ For how long? _____

| Reference Name | Position |
|----------------|----------|
|----------------|----------|

| Street Address | City | State | Zip | Phone |
|----------------|------|-------|-----|-------|
|----------------|------|-------|-----|-------|

Signature: _____

Date: _____