

# **Camp Towhee**

## **SUMMER STAFF JOB DESCRIPTION**

**Position:** Experiential Arts Program Team – Music Programmer

**Reports to:** Assistant Director

### **JOB SUMMARY**

Work in conjunction with the Experiential Arts Program Team and Assistant Director to plan, coordinate and implement a variety of experiential, music based programs designed to meet the needs and abilities of campers. Assist with camp-wide programming involving equipment or other resources from the music program. Work as part of the overall Program Staff team by assisting in the planning and implementation of interest clubs and special camp-wide theme programs and activities. Assist in other areas of the camp by providing direct support and supervision of campers during meal times, evening programs, bedtime routines and night supervision. Adhere to, and interpret to other staff and campers the policies, practices, and procedures of Camp Towhee, and to act as a positive role model at all times.

### **DUTIES AND RESPONSIBILITIES**

#### **Program Design and Development**

Work in conjunction with the Experiential Arts Program Team to plan, organize and facilitate programs for campers that are:

- safe (emotionally and physically)
- fun and varied
- skill development focused
- age and developmental stage appropriate
- sensitive to the needs and abilities of campers
- evaluated thoroughly by campers and staff before repetition
- appropriately documented on camp forms and Red Cross/Royal Lifesaving Society forms as required

Ensure that all programs in which campers are participating:

- meet the goals and objectives of the overall program
- provide for challenge and growth
- build self-esteem and social competence
- foster positive interactions and relationships
- elicit campers' ideas, input and leadership

#### **Program Organization, Facilitation and Safety**

- Act as a resource and support for campers, and be open and sensitive to campers who wish to discuss their feelings/concerns, while maintaining appropriate professional boundaries
- Ensure all programs are pre-planned, based on clearly articulated and realistic objectives
- Ensure all program goals, objectives, outlines, and evaluations are appropriately documented and handed in to the Assistant Director in a timely manner for review and approval
- Check equipment for safety and cleanliness prior to use
- Ensure equipment/supplies are organized, secured and sufficient
- Respond to all emergencies or potential emergencies in a calm, professional and appropriate manner within the policies and guidelines of the Camp and the scope of professional training
- Provide direct leadership during music activities
- Encourage and motivate campers to participate in lessons and activities that are creative and age appropriate

#### **Supervision and Teamwork**

- Receive supervision and support by meeting regularly with the Assistant Director for feedback. Seek out direction from your supervisor whenever you are unsure or unclear about anything
- Act on feedback received in a timely and professional way

### **Participation**

- Assist and support in other areas of the camp as required including supervision of campers during meal times, evening programs, bedtime routines and night supervision
- Adhere to and interpret to other staff all camp policies acting as a positive role model at all times
- Assisting in the overall camp program by sharing ideas, giving leadership when required, and completing all duties as assigned
- Assist in developing and implementing special camp-wide programs, including theme days, theme meals and staff socials as required

### **Documentation and Other Duties**

- Complete all forms and reports accurately, and within the guidelines of the camp. This includes Daily Activity Logs, Ropes Course Equipment Usage Logs, Risk Management Check Lists, incident reports, staff evaluations, and program evaluations, as well as compiling a detailed program report to be handed in to the Camp Director prior to the end of the summer
- Ensure that the Assistant Director is informed immediately of any/all necessary or potential Children's Aid Society reports. The Staff Member must make the official report to CAS.
- Perform all other related duties as assigned by the Camp Directors