

## COUNSELOR/SUPERVISOR JOB DESCRIPTION

### POSITION SUMMARY:

Supervisors and Counselors will be responsible for monitoring students on campus at Usdan Summer Camp for the Arts. Additional supporting responsibilities may be assigned. All work will take place at Usdan's campus in Wheatley Heights, Long Island, NY.

### ROLES AND RESPONSIBILITIES:

- Supervisors will supervise students on paths during passing periods.
- Counselors will lead younger students to and from their classes, and supervise during lunch and festival.
- Create a joyful, welcoming experience for all students.
- Attend leadership meetings and trainings as required.
- Be able to work individually and as a part of a team.
- Have student safety as a top priority at all times.
- Help to create a joyful, fun and engaging atmosphere for all students and staff at Usdan.
- Model the behaviors of artists; how they think, work, and live.
- Communicate with your supervisor and other colleagues regularly.

### TRAITS AND CHARACTERISTICS:

Supervisors and Counselors will be passionate artists who are focused on growing and learning. They will work enthusiastically with children, be flexible, and be able to follow directions. They will be authentic, reliable, respectful, thoughtful, and organized. Supervisors and Counselors will be self-starters as well as collaborators. They must have excellent communication skills and be able to communicate well with students, staff, peers, nurses and parents and react quickly in safety sensitive situations. We ask our Supervisors and Counselors to be enthusiastic and happy to help.

### QUALIFICATIONS:

- Be 16 years of age as of June 29, 2020.
- Experience working with children.
- Must be available the entire 7-week camp season. Absences are for emergencies only.

### 2020 SUMMER SEASON DATES AND TIMES (ALL DATES ARE MANDATORY):

- Leadership Institute Orientation: TBD
- Family Orientation Day: TBD
- Monday - Friday, June 29- August 14, closed July 4.

### STIPEND:

Supervisors - \$600  
Counselors - \$750

### TO APPLY (RETURNING AND NEW APPLICANTS):

- Apply through our online application: [usdan.org/leadership-institute](https://usdan.org/leadership-institute) Include 2 recommendations from anyone who can speak to your leadership potential, excluding relatives.
- Complete short answer questions through the application.
- Attend an interview (new applicants only)
- If accepted, enroll for camp at [usdan.org/enroll](https://usdan.org/enroll). Tuition rates apply.