

2020 Summer Music Clinic Counselor Job Description

If you are interested in helping in the education and support of enthusiastic young musicians, we encourage you to apply to the counseling staff of UW Madison’s Summer Music Clinic (SMC).

Junior Session (middle school, grades 6-8): **June 21 – June 27, 2020**

Senior Session (high school, grades 9-12): **June 28 – July 3, 2020**

Overview:

UW-Madison Summer Music Clinic counselors are role models who provide support for a large number of young people participating in large musical ensembles and other class options on campus, in age-specific sessions. Staff members need to be vibrantly interested in working with students in middle school and/or high school, have an open mind and heart, and be enthusiastic about music.

Teams of counselors share the responsibility for students who are grouped by age, grade, and gender identity in Ogg Hall on the UW-Madison campus. Counselors are responsible for general supervision, leading after-class recreation, and organizing and running social activities. Staff eat all meals with the students in the cafeteria and are expected to be an integral part of the student experience including helping to keep a diverse group of students safe and well-supervised. Counselors are expected to consistently respond to campers’ concerns and problems within the guidelines and rules provided.

The Junior Session includes a commuter option which is open to students completing grades 5-8. There is a team of camp counselors specifically designated to commuter students; please indicate if you are interested in serving on the commuter camper counseling team. While these campers do not stay overnight, this team of counselors still resides in Ogg Hall to help meet mandated adult-to-camper ratios for a residential camp.

Requirements:

- Applicants for counseling positions must be more than 18 years old
- Applicants must have completed at least one year of college to be employed for the Junior Session, and completed two years of college for the Senior Session.
- New applicants who have never been a counselor for SMC before must provide two non-family references.
- There are mandatory counselor orientation and training before camp – 15 hours of UW-Madison Precollege compliance training which consists of online and in-person sessions. Additionally, there will be 1.5 days for new counselors starting on Friday, June 19 and one day for returning counselors beginning on June 20. This training is a requirement for employment and applies to ALL participating counselors. No exceptions.
- Must be CPR certified (UW-Madison will provide training on campus in Spring 2020)

Applicants with music background and training are highly desirable. Applicants with youth mental health training also desirable.

Responsibilities:

Before the Program

Participate in mandatory training and orientation. Counselors must attend the ENTIRE training — no exceptions.

Complete all employment forms, online training (if applicable), background checks, and send verification to Summer Music Clinic.

Prepare residence hall wings and lobby to create a comfortable, inclusive, and welcoming environment.

During the Program

Work as a member of a team of counselors, who, under the direction and supervision of the Directors of Residential Life and Student Engagement, will design and implement afternoon and evening activities for students.

Be directly responsible for the welfare and supervision of students assigned to your wing. When students are not in class or with an instructional staff member, they should be accountable at all times through sign in/sign out forms, attendance checks, etc. Counselors must supervise all informal or formal activities and events.

Be a role model for the students and maintain a professional relationship. As role models, counselors are expected to conform to student rules within the confines of the program. Employees must be drug and alcohol-free when on duty and when in the presence of students. Smoking of any material is prohibited in all buildings, facilities, and vehicles owned, operated, or leased by the University of Wisconsin-Madison as outlined below for the duration of the program while campers are in session. Smoking includes the burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment or the use of electronic smoking devices including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipes.

Work with instructional faculty as needed to support campers' musical and social experience in the program and to foster continuous communication with all program staff.

Work with Residential Life Directors, Assistant Directors, and Program Administrative staff on problem-solving issues that arise with students.

Other duties as emergencies arise, such as student or counselor illness, accidents, or absences; must be prepared to handle these as needed.

Eat breakfast, lunch, and dinner with campers.

Accompany students with health concerns to the University Health Services Office.

Escort students to/from classes, meals, meetings.

Take shifts running the Counseling Staff Office (CSO).

Attend and/or participate in the all-counselor performance.

Take attendance and sit with assigned campers during evening concerts.

Attend and be on time for all counselor staff meetings, meetings with instructional staff, and other meetings/activities as assigned by program administration.

After the Program

Complete check-out/clean-up process of students' rooms on the final days of camp.

Assume necessary responsibilities during the transition between programs (i.e., organizing residential spaces, transporting supplies, etc.)

Assist in the clean-up of common areas of the residence hall

Help facilitate and distribute student evaluations

Compensation:

\$500/week base fee including meals, lodging, and a camp t-shirt. Additional compensation may be available for fulfilling teaching and classroom assistant roles.

Interviews: The first round of interviews will take place during the week of February 17th, at the Division of Continuing Studies at 21 N Park Street. Skype interviews are permitted for applicants who live outside of Madison.

Counselor applications and reference forms can be found at smc.wisc.edu under Employment Opportunities.

Important Dates:

February 7	Counselor job application deadline
February 7	Reference Letters/Forms due
Week of February 17	First round of interviews; you will receive a link to sign up through SignUpGenius
June 19 (afternoon)	Mandatory counselor orientation for <u>new</u> counselors
June 20 (all day)	Mandatory counselor orientation for <u>all</u> counselors
June 21	Junior Session campers arrive
June 27	Junior Session campers leave
June 28	Senior Session campers arrive
July 3 (evening)	Senior Session campers leave Counselor responsibilities end at 11pm

