

## **Lamont Summer Academy Counselor Job Description, Expectations, and Policies**

The Lamont Summer Academy takes place from Sunday, June 18 through July 1.

**The first counselor meeting will be prior to the start of camp, most likely Sunday morning, June 18<sup>th</sup> time TBD but may be scheduled in the week prior to the start of camp.**

**Final responsibilities conclude after the students check out on the afternoon of July 1 – around 4:30PM.**

Counselors will be required to attend a Title IX training before the start of LSA.

It is important that counselors be positive role models for the student musicians, as these relationships will help create an inspiring and productive environment. The personal rewards of this position are significant, as each counselor will see the impact they can have on young, talented musicians and will gain experience in a musical mentoring capacity. Counselors may also have some performance, coaching, and teaching opportunities.

Counselor responsibilities include the following:

- ❖ Resident counselors will live in double-occupancy rooms (with another counselor), on a floor occupied by under - age students. Basic duties include:
- ❖ Resident Counselors: Being on the assigned floor from lights out until breakfast
- ❖ Commuter Counselors: Arriving at Newman Center at 7:45 a.m. daily and remaining with the students until daily activities are complete and all commuter students have been picked up.
- ❖ Preference given to Residential Counselors
- ❖ Assisting with student check-in and departure.
- ❖ Attending all staff meetings as scheduled.
- ❖ Escorting students to and from dorms, Newman, Ritchie Center, and off-campus activities as assigned.
- ❖ Being in attendance at meals, performance and master classes, recreational activities, and faculty and student concerts during LSA.
- ❖ Assisting in organizing and facilitating recreational activities.
- ❖ Assist in the LSA office as needed.
- ❖ Supervising students throughout LSA. This includes walking all levels of Lamont making sure students are where they need to be.
- ❖ Reporting any concerns, including behavioral issues, to the Head Counselor immediately. If the Head Counselor is unavailable, report to the LSA leadership.
- ❖ Helping enforce all Covid protocols.

Counselor expectations include the following:

- ❖ Counselors will be asked to mentor practicing, to coach and/or play in chamber groups and ensembles, to accompany (if pianists), and possibly teach classes as part of their responsibilities.

- ❖ Counselors will be asked to assist with stage management, recording, and streaming for LSA concerts and classes.
- ❖ Counselors will follow and enforce rules outlined in the Student Guidebook.
- ❖ Counselors will each have either two half-days or two evenings off – to be determined prior to LSA.
- ❖ Preference will be given to counselors who are CPR and First Aid certified.

Counselor policies include the following:

- ❖ Counselors are not to entertain guests while on duty for the LSA.
- ❖ Counselors shall not enter a student's dorm room or similar area without another adult present. Unless another adult is present, room checks should be accomplished while standing outside the door of the room.
- ❖ Counselors (regardless of age) are not to use alcohol, tobacco, or recreational or illegal drugs while on duty at the LSA. After time off, counselors may not return to LSA under the influence of alcohol or recreational or illegal drugs. Disregard for this policy will be grounds for immediate dismissal **without payment**. Arrests or other legal infractions at any time during the 14-day period will also result in immediate dismissal without payment.
- ❖ Counselors are not to discuss personal drinking habits, use of drugs, or sexual behavior with students or other staff at the LSA under any circumstances.
- ❖ Counselors are not to use any offensive language while employed by the LSA.