



Position: MARCH BREAK MUSIC PROGRAM SPECIALIST

Description: The Music Program Specialist is responsible for planning and implementing daily programs from March 12th-16th (for children ranging in age from 7-11) in their area of specialty. The activities should be educational, fun and age appropriate. This position also includes leading camp activities such as sports, games and arts and crafts.

Reports to: Assistant Camp Director/Camp Director

Staff Obligations:

- To conduct oneself in a professional manner at all times and to respectfully represent the camp both on and off camp property.
- To model expected behaviour for staff and encourage enthusiastic participation in all camp activities.
- To be knowledgeable of and abide by all camp policies and procedures including those for emergencies, code of conduct, health & safety and behaviour management.
- To ensure that the safety, security, health and welfare of all campers and staff are the highest priority and to act accordingly.
- To deal effectively with behavioural and medical issues, accidents or other critical challenges that campers may present. All concerns and actions must be reported to the Assistant Camp Director promptly and accident/behavioural reports must be filed for anything that occurs in your presence.

Responsibilities:

- To design and implement a hands-on program in your arts specialty in conjunction with the camp's artistic goals.
- To provide a detailed outline of the proposed lesson plans and a supply list for your specialty 4 weeks before camp begins and prepare to alter the outline as required.
- To work with Counsellors to establish roles and procedures for your workshops.
- To provide quality instruction that increases the literacy and fundamental knowledge of each camper
- To set-up and dismantle the studio associated with your specialty during pre-camp and post-camp with the assistance of other staff and to ensure that your studio is kept clean and organized at all times.
- To provide camper support including supervision, instruction, and appropriate discipline.
- To ensure that all preparations for your programs are complete before campers arrive each day.
- To provide general support to the camp during non-teaching hours. This includes active supervision and participation during, camp-wide activities and meals.
- To attend, participate in pre-camp orientation and camp set-up on March 10th, and camp tear-down on March 16th (4pm-9pm).
- To notify the Section Director and/or Assistant Director of campers who are having difficulty or who present behavioural problems in your specialty.

- To share with the staff team the duties of ensuring the camp-site is clean, organized and safe.
- To provide support to the Camp in any other camp related duties as required.

Operational Requirements:

- Ability to work in a high energy/busy environment
- Current Standard First Aid & CPR Certifications (Red Cross or St. John's Ambulance) and a clear criminal records check are required for this position

Personal Suitability:

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| • Good judgement | • Flexibility |
| • Initiative | • Discretion |
| • Strong interpersonal skills | • Thoroughness |
| • Ability to think on your feet | • Dependability |
| • Strong time management skills | |

Qualifications/Experience:

- Must be at least 21 years old (by December 31, 2010) and have completed or are completing a post-secondary education program at a University or College in music and/or have at least 2 years teaching experience in your area of specialty.
- Experience teaching some or all of the following: percussion, vocal, guitar, piano, musical theatre, composition, and large ensembles (styles: rock, hip hop, jazz, world music, latin, musical theatre)
- Ability to work between the hours of 8:30 am – 4:00pm
- At least 2 years previous experience working in a camp setting and/or with children
- Experience supervising staff/volunteers in a camp environment or related discipline
- Must have strong organizational and leadership skills
- Must be responsible, hard working and enthusiastic
- Ability to accept feedback/constructive criticism
- Demonstrated interpersonal and effective communications skills