

# BW Community Arts School Summer Camp Staff Assignment Descriptions

## RESIDENTIAL STAFF DUTIES (ALL COUNSELORS):

- Responsible for the campers 24/7 - "in loco parentis." The campers on your floor have been divided up between you and the other counselors on that floor - those are the students that you will wake up each morning, be accountable for each meal and activity, and every evening
- Wake-up your campers each morning to ensure that they ALL leave the dorm and go to breakfast
- Make sure that all of your campers are accounted for each evening - lights OUT by 10:00 pm
- Take attendance of your campers at ALL events
- Behavioral issues may be resolved by completing an Accident & Incident Report
- Assist with set-up and tear down of the stage for camp activities
- All counselors participate in evening activities
- Assist with camp check-in and check-out
- Highly recommended: perform in the staff recital
- Some counselors may be requested to perform on the final concert WITH the student ensembles!

## MEAL ASSIGNMENTS / SUPERVISION DUTIES (ALL STAFF):

- All meals will take place in Strosacker Student Union Ballroom
- The head counselor, recreation director and/or Camp Manager is in charge at all meals
- Students may purchase candy at the candy counter (without escort)
- Students and staff will proceed to the dining room and stay in line to swipe card
- When finished eating, students will return their trays and return to their seats
- Students will then be dismissed by the head counselor or camp manager in groups

## STRING OR BAND CAMP ADMIN ASSISTANT:

- Prepare folders for sectional teachers and remind conductors to submit hit list
- Assist Conductor in meeting the musical needs of the students at ALL rehearsals and conduct selection on concert
- Serve as a mentor to the Leaders-in-Training assigned to your ensemble
- Distribute and review camp schedules at first rehearsal
- Make announcements that come from the office
- Review the camp schedule at every rehearsal reminding the students what event they need to plan for next
- Pick-up ensemble seating from the office in order to start the first rehearsal
- Make sure the rehearsal space is set-up properly for the ensemble scheduled
- Organize and oversee the music and the ensemble folders, collect the music after the concert and organize to return to conductor
- Assist the conductor in managing student behavior & tuning

## STRING OR BAND CAMP MANAGER:

- Take attendance efficiently at the morning, afternoon and evening rehearsals and report absences to the office IMMEDIATELY. Please do not waste valuable rehearsal time with inefficient attendance taking strategies!
- Assist the Conductor and the Admin Assistant
- IN CHARGE of instrument storage - MUST report to storage space early in order to unlock the rooms where the instruments are stored and be the last one leaving the storage space to make sure it is locked

# BW Community Arts School Summer Camp Staff Assignment Descriptions

## STRING OR BAND CAMP MANAGER CONTINUED:

- In charge of rehearsal & concert set-up and stage-managing
- Make a seating chart of the ensemble and turn it in to the Camp Office for the concert
- Assist in ensemble rehearsals
- Assist in recreational activities as assigned

## MUSIC THEATRE CAMP ASSISTANTS (Voice, Dance and Acting):

- Assist music theatre instructors in meeting the needs of the students at ALL classes, lessons and activities
- Distribute camp schedules to every camper based on group assignment
- Review the camp schedule at every class reminding the students what event they need to plan for next
- Take attendance at ALL classes and rehearsals and report absences to the office IMMEDIATELY (note timing for students requiring medications)
- Make sure the spaces are set-up properly for the activity scheduled
- Assist in managing student behavior
- In charge of rehearsal & concert set-up and stage-managing
- Assist in recreational activities as assigned
- Be sure to clean and clear all camp items every day in Kleist
- Assist in final day clean and clearing of all camp materials on final day of camp.

## RECREATION ASSISTANTS:

- Coordinate Recreation sign-up with each group and complete the rosters
- Assist with meal supervision and oversight
- Make Recreation Supervision Schedule and review each evening at counselor meeting
- Serve as mentor to LITs assigned to recreation
- Take attendance at all recreation activities and report any missing students to the office
- Stage manage Afternoon Recital Hours and Evening Activities
- Coordinate ALL stage set-up and tear downs in Gamble
- Plan and carry out Recreational Activities as assigned in the master schedule

## COMMUTER SUPERVISOR:

- Check-in for all commuter campers each morning and evening in the lobby of BMAC (between 8:00 am and 8:30 am). Please be to the lobby by 7:50 am.
- Report any missing campers to the camp office
- Check commuter attendance at lunch & dinner
- Supervise evening pick-up at BMAC each evening
- Communicate with commuter parents about late pickup times or any changes in the schedule
- All notes regarding early exit should go to the camp office
- Will manage notes regarding pick-ups by any other than a parent
- Handle challenges with commuter campers as they arise
- Supervise commuters during dorm clean-up on Thursday morning!