



Position: Head of Music

PRE-REQUISITES:

- Age requirement 19+, 21+ preferable
- Ability to commit to contract dates to be determined but which will include Leadership Training, Orientation and The Camp Season.
- Contract dates may also include Week at Arcadia, Family Camp, Early Camp and Closing Work Crew.
- Self-motivated as this is a single person department
- Experience working with children with preference given to those who have taught music to children.
- Have the ability to play the piano, teach piano, and lead a choir
- Have the ability to teach a wide range of instruments
- Ability to teach other activities a plus
- Hard-working, flexible, ability to multi-task, organized, patient

JOB DESCRIPTION:

Essential Job Functions

- Attend and participate in a pre-camp training program,
- Provide care and supervision for all campers,
- Live and eat with campers (males do not live with campers)
- Teach one or more camp activities to campers
- Participate in and/or run assigned Camp programs and such other tasks as assigned by the Camp for the operation of its camp program
- Live in a rustic outdoor youth camp setting.

Head of Music

- Develop, implement and execute music lesson plans for Campers ages 7-17 years old and Cubs aged 3 - 6
- Teach beginner to advanced skills and classes to children. See Levels for description of skills that will be taught in this activity
- Coordinate all the music for the Sunday Meeting closely working with a Director
- Perform the Camp Hymn each Sunday morning
- Teach piano lessons

Lodge Counselor (female) (see attached for more detail)

- Live in a cabin with 1-2 other counselors and be responsible for campers.
- Plan, participate and interact with campers in a variety of activities in the cabin
- Participate in unit activities and unit duties

Non-Lodge (male) (see attached for more detail)



- Male Counselors do not live with campers
- Non-Lodges have additional responsibilities and duties around Camp.

RESPONSIBILITIES:

- Submit weekly lesson plans and activity schedule
- Keep weekly records of camper level achievements in Music
- Coordinate Sunday Meeting music
- Schedule music lessons for those campers who have signed up
- Submit report on each student and their progress in lessons as well as number of lessons they had that summer
- Record daily camper attendance
- Manage 2-4 one hour activity periods per day (Monday through Sat) where lessons will be taught to campers

- Organize Music demonstrations for Parent Visiting Weekend in July
- Complete a final written Activity report and any other paperwork as required

STAFF TRAINING:

Staff training is ongoing throughout the summer at Arcadia. All Department Heads will:

- Attend a Leadership Training workshop with other department heads. This training will be led by our Administrative staff and will focus on your leadership role in your activity department and at Camp in general.
- Attend Staff Orientation to become familiar with the Camp culture, develop teaching strategies and set – up your activity.
- Attend weekly Department Head meetings and utilize this information in your department
- Meet on a regular basis with your Activity Coordinator to review teaching techniques, assess successes and failures and evaluate your entire department.

COMPENSATION PACKAGE:

Our compensation package is based on education, experience and length of contract. It includes:

- Salary for the number of weeks contracted
- Travel allowance (non-taxable) provided at the end of your contract
- Room and Board for the duration of your contract

