



Workshop Counselor Job Description

Position Title:	Missoula Children's Theatre Workshop Counselor
Department:	Performing Arts Series
Division:	Academic Affairs
Reports To:	Pate Rudolph, Administrative Assistant, Performing Arts Series
Dates:	August 10-14, 2015 camp, some pre-planning in June and July; some post-camp debrief week of August 17, 2015
Rate of Pay:	\$8.10/hour

Summary:

The Workshop Counselor works closely with other Workshop Counselors to plan and organize daily activities for up to 64 children ages 6-18. These independent activities will be offered to workshop attendees to supplement and support the theatre learning experience offered by the Missoula Children's Theatre staff. Assist in the administration and management of all operational and programming aspects of the Missoula Children's Theatre Workshop programs to ensure the health and well being of all staff and campers.

Essential Duties and Responsibilities:

- Meet with camp counselors for planning meetings (in person or via phone/Skype).
- Designs daily activities, including workshops, games, and crafts for children ages 6-18.
- Work collaboratively with PAS staff and other counselors to set agenda for each day.
- As appropriate, assists with coordination of communication among all staff, Missoula Children's Theatre tour directors, camp participants and families.
- Ensure the safety of all campers.
- Other duties as assigned.

Supervisory Responsibilities

- Direct and functional supervision of up to 60 campers.

Qualifications

- Experience with supervising children ages 6-18 and planning creative activities for them.
- Experience with summer camp planning and programming a plus.

Schedule

- June-July, 2015: Meet and/or communicate with workshop counselors and Performing Arts Series Staff to review activity plans. 10-15 hours.
- Week of August 10, 2015
 - Monday: 11:00 a.m.-5:30 p.m.
 - Tuesday-Thursday: 10:30 a.m.-5:30 p.m.
 - Friday: 10:30 a.m. – 9:30 p.m. (1 hour after show)
- Week of August 17, 2015: Meet with workshop counselors and PAS staff to debrief. 1-3 hours.

Application Process

- Submit cover letter, resumé and 3 references online at www.MiamiOH.Hiretouch.com, search Workshop Counselor.
- Applications accepted through 1, 2014 or until filled.