

# NEXT STOP BROADWAY PERFORMING ARTS SUMMER CAMP 2019

## COUNSELOR AND/OR COUNSELOR IN TRAINING POSITIONS

Being a Camp Counselor is one of the most enjoyable positions available to a young person, but it is also **HARD WORK**. It involves dealing with children and your peers on a continuous basis. It calls for both physical and emotional stamina and is very demanding. On the other hand, it is a very rewarding job, and gives you outstanding experiences with others and a chance to sharpen your human relations and physical skills. A camp experience also allows you to see yourself, to be evaluated on almost a continuous basis on the tasks you are assigned, and to experiment with leadership styles. This working relationship is between the company and you; communications given thru your parent or guardian is strictly prohibited.

### Minimum Qualifications

1. Counselor average age is 18 and above, there are a few dedicated, mature, reliable and experienced people of 16yrs that will be considered for a part time position. CIT minimum age of 14 & entering 9th grade in the fall – these individuals must be participating in the Teen Project to be considered. All individuals under the age of 18 must participate in the CIT program before being considered for paid counselor position.
2. Desire and ability to work with children and adults in camp setting.
3. Ability to relate and enjoy the chosen age group. Care for children with compassion and respect.
4. Background in the performing arts or visual arts.
5. Good character, integrity, maturity, and adaptability.
6. Those under the age of 16 are required to be participating in the Teen Program and/or NSB.

### Hiring Process

1. There are numerous applicants for these coveted positions.
2. All applications are reviewed by the Camp Director.
3. Personal references are checked.
4. Based on the application review, qualified applicants are notified by email for a personal interview.
5. Positions are offered on the basis of qualification and interview.
6. Criminal background checks are required on all staff.

### Counselor Job Description

#### Hours / Schedule

1. Mandatory Pre-Camp Training & Orientation (approximately 15 hours) – training days are typically scheduled on Evenings. Attend NSB Jamboree on **Friday June 7, 2019** and Staff Meeting set for **Monday, June 3, 2019**.
2. The NSB Camp Program is for a total of 9 weeks (June 10-August 9). This position is usually for the entire summer or at a *minimum* of a complete session.
3. Monday through Friday.
4. 8:15am – 4:15pm // except on Show days which extends your day until after show time (approximately 9:30pm)

#### Responsible To

Counselors Supervisor / Instructors / NSB Administrative Staff / Artistic Director

#### General Responsibilities

1. To assist in supervising campers on numerous tasks and being knowledgeable on all your group's aspects of the production.
2. To keep campers happy and safe and their families informed.
3. To carry out camp program.

#### Specific Responsibilities

1. Keep your group's attendance (filing out the form and handing in to NSB office every morning) – All day knowing exactly where everyone is at all times. Keep a consistent "head count".
2. Supervise campers in each classroom and escorting them from room to room. Organizing yourselves and your CITs to be sure one is in front and one is in back of your group at all times. Never leaving any camper behind unattended.
3. Keep an NSB smile wherever you go on campus. Do not allow your personal life to conflict with your work day.
4. Work diligently in ALL Spirit Rally Activities
5. Keeping your attention to details so whatever your group is doing runs smoothly and safely.
6. Know your campers' positions in dance, their songs they are singing and the choreography, the scenes they are in, the auditions they are doing...In other words KNOW EVERYTHING. Keep aware and focused anytime your group is with you and become a production assistant in the theatre.
7. Set a good example for campers in all areas at all times. Do not accept or participate in things, conversations or activities that are inappropriate.
8. Facilitate established roles in the lunch area, classrooms, and backstage.
9. Facilitate Extended Day Care procedures both in the morning and afternoon.
10. Encourage respect for everyone including personal property and camp property by having the campers be responsible for cleaning and organizing their things.
11. Assist and execute directions from Instructors. The classes expect full participation from you.

# Counselor In Training (CIT) Job Description

## Hours / Schedule

1. Mandatory Pre-Camp Training & Orientation (approximately 15 hours) – training days are typically scheduled on Evenings. Attend NSB Jamboree on **Friday June 7, 2019** and Staff Meeting set for **Monday, June 3, 2019**.
2. The NSB Camp Program is for a total of 9 weeks (June 10-August 9). This position is usually contracted for the entire summer program or at minimum an entire session.
3. Monday through Friday
4. 8:15am – 12:15pm when attending Teen Project // 8:15 AM to 4:15 PM otherwise // back in at 5:00pm on Show days or at set/costumer designers' discretion if in tech department.

## Compensation

1. CIT positions are NON-SALARIED
2. We will sign-off on Service Hours. Check with your High School's Guidance Department to verify eligibility and to acquire the necessary forms. You will be working for the Coral Springs Center for the Arts.

## Responsible To

Counselors / Instructors / NSB Administrative Staff / Artistic Director

## General Responsibilities

1. To assist in supervising campers or numerous technical aspects of the production.
2. To carry out camp program.

## Specific Responsibilities

1. Assist and execute directions from Counselors and / or Instructors.
2. Keep an NSB smile wherever you go on campus. Do not allow your personal life to conflict with your work day.
3. Greet and / or walk campers to classrooms during AM arrival OR pick up those in the Extended Day Care Room and walk them to designated classroom.
4. Walk and supervise campers on bathroom and water breaks.
5. Assist in teaching campers' activities and participate with them. The classes expect full participation from you.
6. Encourage respect for everyone including personal property and camp property and facilities.
7. Carry out established roles for supervising campers and in enforcing camp safety regulations.
8. Carry out established roles in the lunch area, classrooms, and backstage.
9. Check extended Day Care Campers into Extended Day Care Room in pm OR walk campers out to designate area and assist in releasing them to their families.
10. Set a good example for campers in all areas at all times. Do not accept or participate in things, conversations or activities that are inappropriate.





# COUNSELOR/CIT APPLICATION

Next Stop Broadway • 2855 Coral Springs Drive • Coral Springs, FL 33065 • (954) 344-5991  
www.NextStopBroadwayCS.com • Fax: (954) 344-5980 • NextStopBroadwayCS@gmail.com

**Please understand that there are numerous applicants for these positions. If you are selected for an interview you will be notified by EMAIL/PHONE by April.** Please print neatly and fill out application completely.

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Applying For A Position As:**

Counselor In Training (Min Age 14\*) \_\_\_\_\_

Junior Counselor (Min. Age 16) \_\_\_\_\_

Senior Counselor (Min. Age 18) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Gender Identification: Male \_\_\_\_\_ Female \_\_\_\_\_ N/A \_\_\_\_\_

E-Mail Address (print clearly) \_\_\_\_\_

Name \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Permanent Address:

Street / City \_\_\_\_\_

State / Zip \_\_\_\_\_ Home Phone # \_\_\_\_\_

High School Attend(ing/ed) \_\_\_\_\_

Last Grade Completed \_\_\_\_\_

College / University Attend(ing/ed) \_\_\_\_\_

# Of Years Completed \_\_\_\_\_

Prior &/or Current Employer \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_

**Please list any previous camp or child care experience (include position and responsibilities):**

\_\_\_\_\_  
\_\_\_\_\_

**Please list experience in the Performing Arts:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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What contributions do you think you can make at camp?

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Write a brief biographical sketch, including specialized training and experience or training that has a bearing on the position(s) for which you are applying:

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In the following list, put a numeral "1" before those activities you can organize and teach as an expert; "2" for those activities in which you can assist in teaching; and, "3" for those which you have no knowledge:

- Dance  Dance Warm Ups  Tap Dance  Skits  Acting  Improvs  Speech
- Vocal Warm-ups  Lead Singing  Harmonies  Pitches  Read Music  Piano  Guitar
- Arts & Crafts  Painting  Sketching  Set Painting  Set Building  Sewing  Magic Tricks
- Acting Games  Balloon Toss  Children's Games  Play Directing  Storytelling  Obstacle Course
- Song Parodies  Choreograph Dances  Cheerleading  Stage Combat  Marshal Arts

List three (3) personal references. These may include teachers, employers, family friends, etc. Do not include relatives or friends that are not adults. Provide as much contact information as you can.

1. \_\_\_\_\_  
 Name Cell Phone Relationship

2. \_\_\_\_\_  
 Name Cell Phone Relationship

3. \_\_\_\_\_  
 Name Cell Phone Relationship

**AVAILABILITY: COUNSELORS -Please note that our summer program runs for 44 days over a 9-week period. We are looking for applicants who will commit to and fulfill ALL of the required dates without interruption. Please check all that apply:**

I am available **ALL THREE** youth camp sessions. (June 10<sup>th</sup> – August 9<sup>th</sup>) **\*NO CAMP ON JULY 4<sup>th</sup>\***

I am only available for:  **Session 1** (June 10 – June 28)  **Session 2** (July 1 – July 19)  **Session 3** (July 22 – August 9)

Dates Available: \_\_\_\_\_ or Dates NOT available: \_\_\_\_\_

\*I am attending the **Teen Project** (6/24-7/26) and am available to work at youth camp prior to that (8:15am – 12:15pm)

I authorize the investigation of all statements herein and release the camp and all others from liability in connection with same. I understand that untrue, misleading, or omitted information herein may result in dismissal, regardless of the time of discovery by the camp. I understand that, if employed, the relationship is between my employer and myself and I will not communicate thru my parents or partners. I understand any position with the camp is a commitment for the entire summer program – typically ten weeks unless an agreement has been made with the Director of the camp.

I also understand there are mandatory pre-camp training meetings with any position unable to attend can lead to my immediate dismissal.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature (if under 18) \_\_\_\_\_ Date \_\_\_\_\_



# LETTER OF RECOMMENDATION FORM

**TO BE COMPLETED BY APPLICANT:**

Applicant's Name \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_

**TO BE COMPLETED BY REFERENCE:** (Non-family member, i.e. teacher, mentor, etc.)

Please rate the applicant on the following:

Characteristic	Excellent	Above Average	Average	Below Average	Poor	Unknown
Genuine interest in learning						
Integrity						
Leadership						
Commitment to Excellence						
Responsibility						
Likelihood of success						
Commitment to the community						

**Please explain why this individual would be a good candidate for a CIT (Counselor in Training) or Counselor position:**

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\_\_\_\_\_

Reference's Name \_\_\_\_\_

Title/Occupation \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_