



COUNSELOR APPLICATION

I. PERSONAL INFORMATION:

Name _____ Email Address: _____
Permanent Postal Address: _____

School/Business Postal Address: _____

Cell Phone # _____ Skype/Facetime Contact: _____

Check age category by next June 29. Under 18 _____ Over 18 _____ Over 21 _____

II. REFERENCES:

Please list three individuals who we may contact for professional or employment recommendations. **Do not list relatives or personal friends.** Please list name, Tel #, email, dates and nature of relationship.

1. _____
2. _____
3. _____

III. EMPLOYMENT INFORMATION:

What type of position do you seek at Encore/Coda? _____

If you play an instrument or sing please list: _____

IV. CAMP ACTIVITY SKILLS:

Please indicate your interest and experience in the following areas according to this code: 1 = activities you can organize and teach as a primary instructor, 2 = activities in which you could assist the primary instructor, 3 = activities in which you have an interest, but which you do not feel comfortable teaching. Make indications **ONLY** for those activities in which you would want to be involved at camp:

General:

- Arts & Crafts
- Blogging/Yearbook
- Campfire Programs
- Drawing & Painting
- Nature Walks/Class
- Photography
- Story Telling
- Theater Directing
- Evening Programs

Sports:

- Badminton
- Basketball
- Frisbee
- Hiking
- Informal Games
- Soccer
- Tennis
- Volleyball

Waterfront:

- Canoeing
- Life Saving
- Rowing
- Sailing
- Swimming

If you have current American Red Cross 1st aid, swimming , or CPR certifications please list them:

V. EDUCATION AND PROFESSIONAL INFORMATION :

Please send your resume to us with this completed application, including the following information, as appropriate to the position you seek:

- A. Educational Background: (school name/years attended/major/degree)
- B. Camp Experience: (camp name/years attended/director name & tel.)
- C. Instrumental/Vocal Study: (major teachers/years studied)
- D. Teaching Experience: (subject/years taught/where taught/levels)
- E. Conducting/Coaching Experience: (ensemble/years taught/where/level)
- F. Administrative Experience: (institution name/position/duties)

VI. NARRATIVE RESPONSES:

Please respond to these questions on a separate sheet:

- 1. Why do you think music camp can be so important to young musicians?
- 2) What would you contribute to a successful summer at Encore/Coda?
- 3) What do you hope to gain by joining us for the summer?
- 4) Why do you like working with children?
- 5) Anything else you would like us to know?

College students on staff are expected to be bunk counselors as well as instructors or assistants in their area of specialty. If you are a college student, please indicate the age group for which you would prefer to be a counselor: (Juniors: after 3rd&4th grade, Middlers after 4th and 5th grade, Intermediates after 7th and 8th grade, Seniors after 9th, 10th and 11th grade.) _____

Have you ever been convicted of sexual or child abuse? _____ If so, where and when? _____

Have you ever been convicted of any other criminal offense? _____ If so, what, where and when? _____

Do you have a permit to carry a concealed weapon? _____

Camp Encore/Coda does not discriminate on the basis of race, age, gender, religion, sexual orientation, or cultural heritage. Staff members and campers are forbidden from smoking cigarettes, taking illegal drugs, or consuming alcoholic beverages on the camp property.

I understand that the employer may investigate my work, personal history, internet history, and verify all information given on this application, on related papers, and in interviews; including a criminal background check and a license check. I hereby authorize any individual, school, or firm to provide any information requested about me and hereby release them from all liability for damage in providing this information.

I certify that all the statements in this form and other information provided by me in applying for this position are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Signature: _____ Date: _____

Send to: Ellen Donohue-Saltman, 32 Grassmere Rd, Brookline, MA, 02467 Tel: 617-325-1541
Email: ellen@encore-coda.com



CAMP ENCORE/CODA COUNSELOR JOB DESCRIPTION

Desired Qualifications

- Desire and ability to work with children
- Ability to relate to one's peer group
- Ability to accept supervision and guidance
- Ability to teach or assist teach an activity or activities
- Good character, integrity, flexibility, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- High School graduate or equivalent

Responsible to

- Head counselor and/or director

Specific Responsibilities

- To be primarily concerned with the health, safety and general welfare of the campers
- To live in a cabin with 4 to 12 campers
- To learn the likes/dislikes of each camper
- Recognize and respond to opportunities for problem solving in the group
- Provide opportunities for the group so that each individual experiences success during Camp
- Provide opportunities for discussion of individual or group problems or concerns.
- Encourage respect for personal property, camp equipment, and facilities
- To supervise the campers with their daily hygiene: make sure they are showering, changing their clothes, brushing their teeth, etc.
- To make sure campers dirty clothes are sent to the laundry each week and that their sheets and clothes are changed on a regular basis
- To make sure the campers are appropriately dressed for the weather and activities of the day
- To supervise the daily clean up of the cabin
- To eat meals with the campers, make sure they are at each meal, and make sure they are eating properly
- To inform the head counselor, nurse and/or directors of any concerns regarding the campers in their bunk
- To assist the head counselors with the implementation of the 4 special events days
- To attend all concerts, with the cabin group, and insure proper concert etiquette at the concert
- To attend and chaperone weekly dances
- To assist on 4 trip days based on the schedule set by the trip leader
- To attend the weekly cookout and campfire and assist the head counselors
- To remain in the cabin on alternating evenings and on evenings when all counselors are in the cabin
- To assist in any other camp wide activity
- To set a fine example for the campers behavior based on one's personal behavior
- To have, on average 5 hours per day of scheduled teaching or administrative work. (see additional job description.)
- Roving
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Essential Functions

- Ability to communicate and work with groups participating and provide necessary instruction to campers.
- Ability to observe camper behavior, assess appropriateness of camper behavior, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Have the energy, maturity, sound mind to work in a demanding job with children and young adults
- Ability to assist campers in emergency (fire, evacuation, illness, or injury); observe loading and unloading of buses and vans; and possess strength and endurance required to maintain constant supervision of campers



STAFF INFORMATION SHEET

LOCATION: Sweden, Maine (population 200); 150 miles north of Boston, MA; 50 miles northwest of Portland, Maine; 20 miles east of North Conway, NH.

SIZE: 68-acre site; 130 campers, 60 staff.

FACILITIES: 65 buildings: 33 music studios, 30 pianos, 30 cabins, faculty house, dining hall, 2 concert halls, infirmary, offices, full waterfront and sports facilities.

CAMP PHILOSOPHY: To provide a happy and healthy summer with a musical emphasis for our campers, and a professional and personal growth opportunity for our staff members. Many opportunities exist for social and musical interaction among staff members. We do not allow drugs, smoking, drinking or foul language. We are unable to accommodate pets.

HIRING POLICY: We are looking for talented individuals who are genuinely interested in working with children. Specific skills may be in music, waterfront, land sports or camp crafts. We hire staff members based on our assessment of how well they will fit into our particular community, carry out their responsibilities, and serve the best interests of the camp and the campers. Personal integrity is as important to us as college degrees and resumes.

We prefer to meet personally with prospective staff members prior to reaching any employment agreement. When a personal meeting is not possible, we do conduct Skype, Facetime, Google Hangout and telephone interviews. Such interviews are important to us in assessing an applicants character traits and personal qualities.

SEASON DATES: Usually from the last week in June to the third week in August: an eight week commitment in total.

DRESS CODE: Underwear and midriffs should be fully covered. When your hands are by your side, shorts & skirts should extend to at least the end of your thumb. Piercings may be in your ears only. Footwear should be worn at all times.

SALARY: Counselors: first year salaries range from \$1,000 (Jr. Counselor) to \$1,800 depending on experience and education. **Please email Ellen (ellen@encore-coda.com) directly with your educational background so you can know the salary before you apply.** Services provided include: transportation to and from the Portland airport or bus station, board and room, use of staff payphone, all extras for official camp trips, 6 days off during the seven weeks that camp is open, all camp store purchases, camp shirt.



TYPICAL CLASS DAY SCHEDULE CABIN COUNSELOR

Below is the typical daily schedule for a cabin counselor on a class day. We average 5 class days out of 7. (During the summer there are four trip days and three special event days in which counselors participate.)

Of eight daily activity periods counselors will be assigned duties for an average of five. The remaining three hours will be unassigned and can be used for class preparation, individual practicing, rehearsals for staff concerts, writing letters, spending time with campers, etc.

7:15	Reveille - wake up yourself and campers
7:45	Breakfast
8:10	Cabin Clean up
9:00	Activity period
10:00	Activity period
11:00	Activity period
12:00	Lunch
2:00	Activity period
3:00	Activity period
4:00	Snack
4:15	Activity period
5:15	Activity period
6:15	Dinner
6:45	Lower Camp Supervised Practice/Upper Camp free time
7:30	Evening Activity - Concert, Sport Event, Camp Fire, Dance etc.
9:00	Lights out Lower Camp
9:30	Lights out Intermediates
10:00	Lights out Seniors

The counselors are divide into two “teams” with each team being on duty on alternating evenings after the evening activity. Counselors who are not on duty are free to leave camp, hang out in camp, practice, etc.