Metropolis School of the Performing Arts – Summer Camp Counselor Job Description

POSITION: 2020 Summer Camp Counselor
ORGANIZATION: Metropolis School of the Performing Arts
JOB TYPE: Part-time Seasonal Position – hourly compensation

The Metropolis School of the Performing Arts is seeking enthusiastic Camp Counselors for our 2020 Summer Performance Camp programs. Metropolis’ summer performance camps consist of eleven different camps with 3 different age/grade levels. Little Lights Up campers are ages 4-5, Lights Up campers are grades 1-3, and Curtains Up campers are grades 4-8.

KEY DUTIES
Our counselors agree to work directly with the campers, consistently providing for their safety and maintaining discipline in a warm, nurturing environment. Counselors agree to engage in ALL activities, including assisting in learning music, choreography, blocking, and lines. Counselors will be assigned to a specific camp level, either Little Lights Up, Lights Up, or Curtains Up, but may be required to fill in other camps as necessary.

Counselors are also required to supervise our Additional Care Program which includes students from all camp age groups. Before Care is from 7:30am until the start of camp, After Care is 12:30pm-3:30pm, and Extended Care is 3:30pm-5:30pm. Schedule is created on a weekly basis and based on needs and counselor availability.

QUALIFICATIONS
- Must be at least 18 years old or have graduated high school.
- Must have interest in the performing arts and working with children.
  - Previous experience in either field is highly preferred.
- Ability to collaborate with other counselors and staff in fast-paced environment.
- Highly organized, independent, and able to take direction.
- Positive, motivated, flexible and easy-going disposition.

GENERAL DATES & HOURS
Monday through Friday, June 8 through August 15 - performances on certain Fridays and Saturdays
Little Lights Up: 8:30 am – 12:30 pm
  Performances on 6/19, 6/26, 7/17, and 7/24
Lights Up: 8:30 am – 1:00 pm
  Performances on 6/12, 7/10, 7/11, 7/31, and 8/14
Curtains Up: 8:30 am – 4:00 pm
  Performances on 6/27, 7/25, and 8/15
Additional Care: 7:30 am – 5:30 pm

Please visit metropolisarts.com/sopa for the specific camp and performance schedule.

TO APPLY: Please email the finished application, resume and cover letter (Microsoft Word Document or PDF files only) to Nick Brandt, SOPA Education Production and Camp Coordinator, at sopa@metropolisarts.com. Please reference “Summer Camp Counselor” in the email subject. No phone calls.

Due to the high volume of applications we receive, we regretfully can only respond to those candidates who best meet the requirement of the position. If we are interested in discussing your application further you will be contacted by Friday, May 8.
NAME: ___________________________ DATE: ___________________________

ADDRESS: __________________________________________________________

CITY: ___________________________ STATE: _______ ZIP: _________________

PHONE: _________________________ EMAIL: ____________________________

AGE GROUP PREFERENCE (optional): ______________________________________

ARE YOU ABLE TO WORK FOR THE ENTIRE SEASON (June 8 through August 15)? Yes ☐ No ☐ If no, please provide date(s) and details. ____________________________________________________

EMPLOYMENT HISTORY
Provide the following information of your past 3 employers or volunteer activities, starting with the most recent.

FROM: ________ TO: ________ EMPLOYER: ____________________________

POSITION: __________________________ ADDRESS: ______________________

WORK PERFORMED: ________________________________________________

SUPERVISOR: _______________________ REASON FOR LEAVING: ____________

______________________________________________________________

FROM: ________ TO: ________ EMPLOYER: ____________________________

POSITION: __________________________ ADDRESS: ______________________

WORK PERFORMED: ________________________________________________

SUPERVISOR: _______________________ REASON FOR LEAVING: ____________

______________________________________________________________

FROM: ________ TO: ________ EMPLOYER: ____________________________

POSITION: __________________________ ADDRESS: ______________________

WORK PERFORMED: ________________________________________________

SUPERVISOR: _______________________ REASON FOR LEAVING: ____________

______________________________________________________________
EDUCATIONAL BACKGROUND

HIGH SCHOOL: ___________________________________________ YEARS COMPLETED: __________

CITY/STATE: ___________________________ MAJOR/INTEREST: ___________________________

COLLEGE: ___________________________________________ YEARS COMPLETED: __________

CITY/STATE: ___________________________ MAJOR/INTEREST: ___________________________

OTHER: ___________________________________________ YEARS COMPLETED: __________

CITY/STATE: ___________________________ MAJOR/INTEREST: ___________________________

Have you ever pled “guilty” or “no contest” to, or been convicted of a crime?  
☒ Yes ☐ No

If yes, please provide date(s) and details.

REFERENCES (PROFESSIONAL & PERSONAL)

NAME: __________________________________ PHONE: __________________ EMAIL: __________________
RELATION TO APPLICANT: ___________________________ YEARS KNOWN: __________

NAME: __________________________________ PHONE: __________________ EMAIL: __________________
RELATION TO APPLICANT: ___________________________ YEARS KNOWN: __________

NAME: __________________________________ PHONE: __________________ EMAIL: __________________
RELATION TO APPLICANT: ___________________________ YEARS KNOWN: __________

I certify that all information that I have provided to apply for the camp counselor position with Metropolis School of the Performing Arts is true, complete and correct. I expressly authorize, without reservation, Metropolis, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and education institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding Metropolis, its agents, employees or representatives for seeking, gathering and using such information in the application process and all other persons, corporations or organizations for relaying such information about me, as provided by Section 7 of the Illinois Personal Record Review Act, 820ILCS 40/7. I understand that Metropolis does not discriminate in its counselor positions and no questions on this application are used for the purpose of limiting or excusing any applicant from consideration as a counselor on the basis prohibited by applicable local, state or federal law.

I certify that I have read, fully understand and accept all terms of the above application.

SIGNATURE OF APPLICANT: ___________________________ DATE: __________

Please email the finished application, a resume and cover letter (Word Doc or PDF files only) to Nick Brandt, SOPA Education Production and Camp Coordinator, at sopa@metropolisarts.com. Please reference “Summer Camp Counselor” in the email subject. No phone calls.