

Position Title:	Counselor
Position Supervised By:	Audubon Arts Director / Assistant Director
Hours:	During the program: 8:30 a.m. to 5:00 p.m. (M, W, Th) or 4:30 p.m. (Tu, F); additional hours for orientation, set-up, and clean-up, as per agreement

Position Summary: Counselors have the responsibility to create an inclusive, welcoming, and supportive community in which each program participant is treated respectfully and appreciated as an individual. Counselors should be consistent, loving, and responsible caregivers who work as a team to provide a safe and fun environment. Counselors lead their group in Creative Intensive activities each day, and participate in all aspects of show creation, modeling and encouraging collaboration. Attention to detail and involvement in all activities is essential to the success of the program. Counselors are the threads that bind together the various daily activities into cohesive musical theater productions at the end of weeks three and six.

Minimum Requirements:

- An understanding of the NMS mission and a love of the arts
- An appreciation of the diversity of the New Haven region and the NMS community
- A commitment to equity and inclusion, and to building an anti bias, anti racist culture
- Ability to think strategically and work collaboratively and with an open mind
- A desire to lead through compassion and service and a commitment for personal growth
- Attention to detail and accuracy, with pride in quality of work
- Strong communication skills
- Enjoys working with children and teens and respects them as individuals
- Has experience in music, dance, art, and/or theater
- Has creative and technical problem-solving skills
- Is organized, prompt, and reliable
- Has high energy and a positive outlook

Primary Responsibilities include, but are not limited to:

- **Orientations, Meetings, Set-Up Day, and Clean-Up Day**
 - Attend all staff orientations, meetings, set-up and clean-up days
- Attend weekly staff and production team meetings
- **Program Responsibilities**
 - Be responsible for the safety and whereabouts of assigned participants
 - Be fully aware of participants' health issues, allergies, and emergency information
 - Support Artistic Specialists by participating in activities, including assisting and/or working with any children who are having difficulty
 - Lead Creative Intensive activities in collaboration with co-counselor
 - Oversee production of assigned Group's shows by participating in activities, taking notes, monitoring progress, and communicating any special needs or considerations to Artistic Specialists and Group Counselors
 - Stage manage assigned Group's shows
 - Follow all guidelines set forth in the Staff Handbook and Code of Conduct
 - Participate in Wacky Wednesdays and Lunchtime Concerts; encourage kids to engage in both