

YMCA CAMP CONISTON

CONISTON SINGERS DIRECTOR

JOB DESCRIPTION



Overview:

- Coniston Singers meets one period every other day.
- The primary goal is to teach and help campers sing new songs in a fun way that includes some skill development so that they will perform in front of the camp during Chapel, the Talent Show, and Closing Candlelight Ceremonies.
- The Coniston Singers Director reports to the Senior Program Director

Responsibilities:

- Find appropriate music for campers' abilities and request purchases to the Program Director, giving him/her plenty of time to account for ordering and shipping. All music bought for the program becomes the property of Camp Coniston and should not be taken for personal use.
- Encourage campers to sing and help them become better singers throughout the session.
- Help the other staff member become a better instructor with both positive and negative feedback in both oral and written evaluations.
- Make sure that the other staff member actively participates in leading and teaching campers in an age-appropriate manner.
- Select Chapel songs with the Assistant Director or designate running chapel.
- Properly care for and store music books and equipment.
- Maintain a safe and clean program area and to work with other people and program areas that are using the space.
- Allow everyone to participate and not to discriminate or favor campers based on skill level or any other factors.
- Help staff members become better instructors with both positive and negative feedback in both oral and written evaluations.
- Make recommendations to both Program and Camp Directors for any changes, additions or modifications of the program, as needed.

Program Area Equipment Maintenance and Safety Checks:

- Make sure equipment is checked on a regular basis for safety, maintained in good repair, and stored in a manner to safeguard effectiveness.
- Make sure equipment is appropriate to the size and ability of the user.
- Make sure equipment has a safety check prior to each use.
- Make sure equipment is removed from service if not in good repair.
- Inspect all equipment for safety and quality before the start of each session. **Record completion of these inspections on the inventory sheet in your program area binder.**

Administrative:

- Provide pre-camp equipment inventory and needs, as well as inform the Senior Program Director with any equipment needs during the summer.
- Review past lesson plans and create new ones for the program area binder with resource information updated annually.
- Assure that camper attendance is taken **quickly** at the start of each period and report missing campers to the Program Director with the first 10 minutes of the period start.
- Provide CIT, LIT and STAFF with ongoing verbal assessment and end of summer written evaluations