



United Boys and Girls Clubs Santa Barbara County



Position Description

| | |
|------------------------|--|
| POSITION TITLE: | Music Specialist |
| REPORTS TO: | Program Director or Summer Camp Director |
| FLSA STATUS: | Non-Exempt |
| FULL/PART TIME: | Full-Time |
| REGULAR/TEMP: | Temporary |
| PREPARED DATE: | March 2011 |

POSITION SUMMARY:

Provides instruction for campers in musical arts; provides resources for music instruments & ideas; maintains inventory.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Works cooperatively with program director and counselors as a resource person & instructor for the music program.
- Plans and conducts a safe program of musical arts best suited to the age and abilities of the campers.
- Provide in-service training for staff, including pre-camp training.
- Assists where assigned during the week.
- Guide cabin or unit groups and individual campers in participating successfully in all aspects of camp activities.
- Maintains music supplies and equipment; regularly checks all equipment and supplies for safety and usability.
- Write final report, including: Inventory & recommendations for next year including program, equipment and supplies.
- Assist in coordinating specialization with other camp activities and plans.
- Attend and actively participate in weekly staff meetings/in-services.
- Keep records on participant's progress; help them progress from beginner to advanced levels.
- Assist in packing materials and supplies for following season.
- Follow camp rules and regulation pertaining to smoking, use of alcoholic beverages and drugs.
- Manage personal time off in accordance to camp policy.
- Maintain good public relations with campers' parents.
- Encourage respect for personal property, camp equipment, and facilities.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Interpersonal communication skills
- Minimum age 18 years old
- Proficiency and experience in a wide variety of musical activities

- Current First Aid & CPR certification, including training on blood borne pathogens and the use of breathing devices (i.e. pocket masks).
- Willingness to provide positive leadership for youth.
- Ability to observe participant behavior, assesses its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Ability to teach music skills to campers ages 4 to 17
- Ability to communicate and work with groups participating (of various age & skill level), and provide necessary instruction to campers.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the program.
- Ability to perform job responsibilities during daylight and nighttime hours.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The music specialist works both indoors and outdoors, often in lodge building. The music specialist is required to live on-site and be on-call 24-hours a day. Each staff has approximately two days off between breaks.

PHYSICAL DEMANDS

Camp activities include hiking, overnight campouts, active games, archery, swimming, etc and counselors must be physically able to participate in these activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to lift and carry 60 pounds for 200 yards over hiking trails.

Ability to perform job responsibilities during daylight and nighttime hours.

Repetitive motions of hand/wrists

Walking

Standing

Climbing stairs

Hiking on uneven terrain and up/down hills

Ability to communicate effectively in English, orally and written.

As a result of this individual fulfilling the responsibilities of this position, the goals and objectives of the program related to participant development objectives will have been accomplished through following a safe constructive, organized and well-communicated plan of action involving the campers and mutual cooperation with other staff.

I have read, understand, and agree to the above job description.

Signature _____ Date ____/____/____