Lutheran Summer Music Academy & Festival

Position Description

Title: Counselor
Classification: Independent Contractor
Department: Student Life Team
Reports to: Dean of Students & Admissions Director
Hours: Residence at LSM site from Thursday, June 25, 2020 to Sunday, July 26, 2020.

Overview:
Counselors provide direct care for LSM students and oversee all aspects of Student Life. Counselors create a positive, safe, and enriching experience for every student. Counselors oversee the daily routine and recreational activities of students, manage adolescent behaviors (homesickness, disruption etc.), watch for potentially harmful behaviors and situations, and provide clear and concise information regarding safety. Counselors are the primary role models for activities, rules, conduct and social skills. Counselors work closely with the Dean of Students, and receive support from the Dean of Students and Assistant Dean.

Counselors are assigned to and live with a group of 12-20 students in campus dormitories. Counselors serve as mentors and are encouraged to seek ways to inspire and stimulate students to make full use of the experiences offered at LSM.

General Expectations:
All Counselors are assigned similar and equal responsibilities. These assignments include, but are not limited to:
• Supervising a group of 10-20 students in the college’s dormitory.
• Chaperoning and managing on- and off-campus activities.
• Equal sharing of mealtime supervision.
• Equal sharing of “dorm duty” during the day and evening (oversight of lights out, evening rounds, and all-quiet).
• Equal sharing of “on call” for emergency purposes during overnight shift.
• Familiarity of and carrying out LSM and host college’s policies, procedures, rules, and regulations.
• Attendance at all scheduled orientation sessions, staff meetings, recitals, worship, and student activities.
• Meeting all deadlines for paperwork, assignments, or other information requested by the Dean of Students.
• Communicate and distribute necessary announcements and communication to the student body.
• Communicate student life concerns to necessary staff including illness, damaged or stolen property, or behavior concerns.
• Keep accurate record of names, room assignments, activity sign-up.

Student Life Responsibilities:
• Get to know individual students, their musical interests, and learn their likes/dislikes. Further encourage students to participate in both musical and non-musical activities.
• Assist in teaching or leading an activity, as assigned.
• Supervise and participate in all assigned aspects of the student’s day.
• Help each student meet their individual goals.
• Recognize and respond to opportunities for problem solving between students.
• Develop opportunities for interaction between students and staff.
• Facilitate discussions of individual or group problems or concerns.
• Instruct students in emergency procedures.

Musical Responsibilities:
• Participate in one primary ensemble, attending rehearsals, providing leadership through membership.
• Assist faculty by providing support and mentorship to students.
• Develop opportunities for assisting individual students, guiding them in their musical development.
• Provide additional musical leadership as needed, at the discretion of the Dean of Students.
Personal Responsibilities:
• Model manners, punctuality, sportsmanship, cleanliness, and respect for personal property, equipment, and facilities for students.
• Follow code of conduct.
• Encourage respect for personal property, equipment and facilities.
• Manage personal time off in accordance with LSM policy.

Qualifications:
• College Degree Preferred. Applicants with at least two years of college study completed will be considered.
• Understanding of and commitment to the mission of the organization.
• Appreciation for classical music or personal participation in musical activities.
• Strong interest in working with high school students.
• Excellent time management skills.
• Excellent inter-personal communication skills.
• Proven ability to solve problems effectively and under pressure and time constraints.
• Interest in developing personal leadership qualities.
• Ability to lift and/or carry materials up to 30 pounds.

Compensation/Benefits:
Counselors receive a stipend plus travel allowance at the end of the contract. Private room (student dormitory) and board at Valparaiso University are provided. Contracted individuals are not eligible for benefits or insurance coverage by Lutheran Music Program.

To Apply:
Applications are accepted on a rolling basis until all positions are filled. Interested applicants should send a resume, cover letter, completed background check form, and three references, email to: LSM Residence Counselor Search; admissions@lutheransummermusic.org. Background check form MUST be emailed with original signature.