



American Dance Training Camp

The ULTIMATE Overnight Dance Camp!

www.AmericanDanceTrainingCamp.com

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IC Job Description

Job Title: Instructor-Counselor (IC)

Reports To: Program Director (PD)

Position Purpose: ICs independently plan, choreograph and teach dance classes at ADTC summer overnight camps throughout the United States & abroad. ICs are "Independent Contractors," working for ADTC on an "as-needed" basis, when their schedule allows. Outside of the dance studio, ICs are primary caregivers for groups of campers, coordinating and carrying out camp activities and guiding campers in their personal growth.

Essential Job Functions:

- Teach 3-5 dance classes a day (Monday – Friday), totaling approximately 4-5 hours of daily dance instruction.** *The core dance techniques offered at ADTC are hip hop, jazz and theatre dance (theatre dance also incorporates basic ballet). Dance elective classes offered can include lyrical, modern, contemporary, Latin jazz, tap, etc. Dance classes are organized by age and overall ability level across disciplines. Once placed, campers remain within the same group for all dance classes that session. We expect to keep dance classes to no more than 14 students per class. Each class meets daily, but times and locations may vary day- to-day. To determine ability, a "dance screening" takes place each Sunday night (the first night of each session).*
 - Teach one dance technique for the duration of each session, choreographing, instructing and managing all aspects of the dance class.
 - Coordinate the direction, supervision and organization of campers of all dance abilities and experience.
 - Supervise Junior Instructor-Counselors and Counselors-In-Training during dance class.
 - Independently lead each dance class: warm-ups, across-the-floor work, conditioning, combinations, etc.
 - Choreograph and teach an original 2-3 minute performance piece to each student group.
 - Teach a short combination and evaluate small groups of campers during Sunday "dance screening."
 - Ensure that dance screening and dance classes in general are as non-competitive and encouraging for each camper as possible.
- When not teaching dance classes, ICs help out around camp as camp counselors** - assisting in the direction, supervision and organization of campers in their living unit, within activities and throughout the camp.
 - Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment.
 - Assume role as counselor and primary caregiver to small group of assigned campers, helping them with social conflicts, homesickness, personal problems, etc.
 - Assure campers are properly supervised at all times.
 - Be aware of and implement safety guidelines.
 - Work in ADTC's Canteen (camp store), arts & crafts room, computer lab, etc., as assigned.
- Participate enthusiastically in the development and implementation of program** activities for campers within the mission and outcomes of ADTC (*examples of activities include "American Dance Idol" night, camp fire night, horseback riding, Bromley Thrill Zone field trip, dance discussion, swimming, hiking, arts & crafts, canoeing, field games, flying trapeze and may other activities/events*).
 - Lead or assist with the teaching of day and evening program activities, both camper-mandatory and camper-optional, as assigned by the Program Director.
 - Actively participate in all program areas as assigned.
 - Provide for the progression of activities within the framework of individual and group interests and abilities.
 - Assist in program areas such as swimming, canoeing, horseback riding, hiking, all-camp activities, and arts and crafts as directed.
 - Plan, organize and lead campers in "dance discussion" topic of your choice (examples: nutrition, dance history, performance anxiety, etc.) at least one afternoon per session.
- Act as "team leader" to a group of campers.**
 - Help to inspire and lead team through team activities and competitions during each session.
 - Organize and lead "team meeting" each night after curfew.
- Maintain high standards of health and safety** in all activities for campers and staff.
 - Provide the daily care of each camper within your supervision including recognition of personal health & hygiene needs.
 - Ensure that campers receive their medications as directed by Program Director and camp nurse.
 - Be alert to camper and staff needs and assist them with personal and / or health problems, and discuss with Program Director and / or camp nurse when appropriate.
 - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to Program Director.

6. **Be a role model to campers and staff** in your attitude and behavior.
 - Be accessible, responsible and a positive influence on campers throughout all facets of camp.
 - Socialize with campers and other staff members during mealtime, free time and around camp.
 - Follow and uphold all safety and security rules and procedures.
 - Set a good example for campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.

Other Job Duties:

- Contribute to verbal and written evaluations and communication as requested.
- Attend all-staff meetings.
- Provide ongoing program ideas to Program Director and other ADTC staff.
- Perform any health care task beyond those assigned as needed.
- Work cooperatively with all staff employed by the facility ADTC is leasing.
- Be knowledgeable of outside health resources.
- Attend pre-camp staff training (as described in pre-interview "staff packet").

Relationships:

- ICs report directly to the Program Director (PD).
- ICs supervise Junior Instructor-Counselors (JICs) and Counselors-In-Training (CITs) during dance classes.

Equipment Used:

- Music Players (iPod speakers, iPods, karaoke machines, CD players, etc.)
- Assist campers with washers and dryers

Qualifications:

- Must be 21 or older.
- Must have a valid driver's license and a clean driving record.
- Current certification in first aid and CPR (ICs are responsible for renewing their certification before arriving at camp!).
- Bachelor's Degree Preferred.
- Must submit health history record and examination form prior to first day of camp.
- Successful completion of criminal background checks process.
- Non-US Citizens MUST have US work visa (J-1) as a condition of employment.

Knowledge, Skills, and Abilities:

- Must be a talented and experienced dance teacher capable of independently leading exciting, challenging dance classes (warm-ups, across-the-floor work, and routines to perform at the Friday Night Student Showcase).
- Must love teaching and sharing your passion for dance.
- Must be a mature, responsible, fun-loving individual.
- Must love kids and love being a positive role-model.
- Must be ready to help make ADTC a great summer experience for everybody, including yourself!
- Ability to accept supervision and guidance as well as organize and oversee activities of staff and campers.
- Ability to establish and maintain effective and productive working relationships and customer service within a diverse and multicultural environment.
- Ability to interact with all age levels.

Physical Aspects of the Position:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Endurance to walk long distances, hike, climb, etc.
- Hand-eye coordination and manual dexterity to manipulate outdoor equipment (large canoes for example) and camp activities.
- Ability to lift up to 25 lbs.
- Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities, daily exposure to the sun, heat, etc.

Instructor-Counselor Compensation:

- **\$850/week** for returning ICs working at least two consecutive sessions (plus full room & board and travel compensation up to \$100 total).
- **\$800/week** for returning ICs working one session (plus full room & board and travel compensation up to \$100 total).
- **\$750/week** for new ICs working at least 2 consecutive sessions (plus full room & board and travel compensation up to \$100 total).
- **\$700/week** for new ICs working one session only (plus full room & board and travel compensation up to \$100 total).

* Please Note: ICs who are certified lifeguards may earn an additional \$100 per session. Please see "Lifeguard Job Description" for more information.