



ADTC – The **ULTIMATE** Overnight Dance Camp!

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Ask Us Anything!

866-383-ADTC

INSTRUCTOR-COUNSELOR JOB DESCRIPTION (overnight)

Job Title: Instructor-Counselor (IC)

Report To: Program Director (PD) / Assistant Program Director (APD)

Supervise: Junior Instructor-Counselors (JICs) / Counselors-In-Training (CITs)

Purpose: ICs independently plan, choreograph and teach dance classes at ADTC summer overnight camps nationwide. ICs are “Independent Contractors,” working for ADTC on an “as-needed” basis. At overnight camps, ICs are also primary caregivers for groups of campers, coordinating and carrying out camp activities and guiding campers in their personal growth.

Essential Job Functions:

1. Teach 3-5 dance classes a day (Mon – Fri), totaling approximately 4-5 hours of daily dance instruction. The core dance techniques offered at ADTC are Hip Hop, Contemporary and Jazz (styles of Jazz vary and may include Lyrical, Broadway, Modern, etc). The core dance electives offered at ADTC are Ballet, Tap & World Dance (each camper chooses one core elective/week). Additional dance elective classes offered at an ADTC camp can include any discipline in which our Instructors specialize. 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).

Specific Instructor-Counselor responsibilities include:

- Organize, manage & teach all aspects of the dance classes / techniques assigned by the PD.
- Coordinate the direction, supervision and organization of campers of all dance abilities and experience.
- Supervise (delegate/evaluate) 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.

2. When not teaching dance classes, ICs help out around camp as camp counselors. ICs assist in the direction, supervision and organization of campers in their living unit, within activities and throughout 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 a 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, etc., as assigned.

3. Participate enthusiastically in the development and implementation of program activities for campers that further the mission of ADTC (examples of long-standing favorite activities include “American Dance Idol” night, “Dance Tech” night, horseback riding, kayaking, field trips to theme parks, swimming, hiking, arts & crafts, field games and may other activities/events).

- Lead or assist with the teaching of day and evening program activities, 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, kayaking, horseback riding, hiking, all-camp activities, and arts and crafts as directed.

4. Act as “team leader” to a group of campers.

- Help to inspire and lead your team in all-camp activities and competitions during each session.
- Organize and lead “team meetings” each night at curfew.

5. Maintain high standards of health and safety in all activities for campers and staff.

- Provide the daily care of campers under your supervision including recognition of personal hygiene needs.
- Ensure that campers receive their medications as directed by the Program Director and Health Care Manager.
- Be alert to camper and staff needs and assist them with personal and / or health problems, and discuss with Program Director and / or Health Care Manager when appropriate.
- Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; promptly report necessary repair to Program Director and/or appropriate facilities management.
- 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.

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.
- Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to Program Director and/or appropriate facilities management.

Other Job Duties:

- **Participate in Mandatory Pre-Camp Staff Training** (*50 Hr On-Site prior to contract start*)
- Contribute to verbal and written evaluations and communication as requested.
- Attend all-staff meetings.
- Provide ongoing program ideas to the 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.

Equipment Used:

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

Qualifications:

- Must be 21 or older.
- Current certification in first aid and CPR (ICs are responsible for renewing their certification before camp!)
- Bachelor’s Degree Preferred.
- Must submit “Hired Staff Form” w/ health history record and physical exam form prior to the first day of camp.
- Successful completion of criminal background checks process.
- Non-US Citizens MUST have a US work visa (J-1) as a condition of your contract.

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 Show).
- Must be a mature, responsible, fun-loving individual and love sharing your passion for dance.
- Must love kids and love being a positive role model to campers and staff in your attitude and behavior.
- Must be ready to help make ADTC a great summer experience for everybody, including you!
- Must be able to accept supervision as well as organize and oversee activities of staff and campers.
- Must be able to establish and maintain effective and productive working relationships and customer service within a diverse and multicultural environment that includes all ages.
- Must be able to observe camper/staff behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply behavior-management techniques.
- Must be willing to live in a camp setting & work irregular hours with limited or simple equipment and facilities, daily exposure to sun, heat, etc.

Instructor-Counselor Compensation:

Compensation below includes full room & board (lodging + meals)*

- **\$1000/week** for returning ICs working two + sessions (*plus travel compensation up to \$150 total*).
- **\$950/week** for returning ICs working one session (*plus travel compensation up to \$100 total*).
- **\$900/week** for new ICs working two + sessions (*plus travel compensation up to \$150 total*).
- **\$850/week** for new ICs working one session (*plus travel compensation up to \$100 total*).

** Successful completion of staff training & teaching/skills verification is required before beginning your contract. Staff training typically begins Thursday night before campers check in Sunday and staff training days are compensated at a prorated ½ salary.*

A Note About Travel Compensation:

All roadway mileage will be calculated online at <http://maps.google.com>. ADTC will not change the reimbursement amount based on the reading from your vehicle's speedometer. Instructor-Counselors will be reimbursed for approved on-site travel to purchase camp supplies. Travel expense money will not be distributed at camp. Rather, all travel stipends will be directly deposited into your account after your attendance at camp has been verified.

The ADTC Team:

ICs are responsible for any and all of the above. ADTC staff work as a Team and teach our campers to work as a Team. Every one of our staff members, regardless of resume and professional dance experience, should be willing to put the needs of our campers ahead of their own personal needs while at camp.