

Music in Motion

Summer Show Choir Camp
Presented by the Houston Show Choir
Garden Oaks Montessori, 901 Sue Barnett Road, Houston, TX 77018

June 3-6, 2019/ June 10-13, 2019/ June 17-20, 2019
9AM-4PM Daily

JOB DESCRIPTIONS

Daily Operational Staff (2-3 Positions per Week based on size of camp enrollment)

**Responsibilities include, but not limited to:

1. Highly Organized individual
2. Oversee Campers/ Teachers During the Camp
3. Answer any questions/ concerns from parents/ guardians if needed with a SMILE
 - a. Answering any phone calls during the camp
4. Oversee the security and safety of all campers and teachers
 - a. Problem Solve any Operational Problems/ Facility issues that might arise during the camp
 - b. Call Medical Emergency Contacts if needed for any Camper/ Staff Medical Issues
5. Oversee/ Supervise Campers during NON- TEACHING times of the Daily Schedule
 - a. Arrivals, Departures, Snacks, Lunch, etc.
6. Assist the Teaching Staff when needed
 - a. Making copies, additional supervision, etc.
7. Take Pictures/ Videos of Students during the Camp
 - a. Create a slide show for the End of Week performance that highlights the week's activities
8. Supervise, Oversee, Manage, Create the End of Week Performance and Slide Show with the assistance of the Teaching Staff
9. Manage/ Copy the Distribution of Music AND Collection at the end of the week
10. Manage Distribution of Camper Shirts at the beginning of the week
11. Distribute Souvenir Patches in exchange for copies of music at the end of the week
12. Work with Teaching Staff to select a camper of the week (receives a trophy and 1 week free tuition for next summer)
13. Maintain that the Daily Schedule is followed by All Campers and Teaching Staff
 - a. 9AM: Arrival of Campers/ Vocal and Physical Warm Up
 - b. 9:30AM: Choreography
 - c. 10:30AM: Camper Snack Break
 - d. 10:45AM: Vocals
 - e. 11:45AM: Sectionals
 - f. 12:30PM: Lunch
 - g. 1:15PM: Vocals

- h. 2:15PM: Camper Snack Break
 - i. 2:30PM: Vocals and Choreography Together
 - j. 3:45PM: Announcements/ Dismissal
14. Pay is \$15 an hour/ 8 Hours a Day/ 4 Days a Week
 15. Daily Work Hours: 8:30AM-4:30PM
 16. Be professional with a pleasant demeanor during work hours

Teaching Staff (Approx. 3 Teacher Positions per Week- Student to teacher ratio of 1:10)

**Responsibilities include, but not limited to:

1. Highly Organized and Up Beat Individual
2. Create weekly curriculum (Prior to camp) guided by the following camp week themes through music in the HSC Music Library:
 - a. Week 1: Heroes and Villians
 - b. Week 2: Disney
 - c. Week 3: Pop Music
3. Create a Final End of Week Performance (Prior to Camp) featuring/ demonstrating appropriate ability levels of Dancing and Singing (7-10 Minutes in length)
4. Lead/ Teach/ Oversee during the assigned teaching times per the camp schedule
 - a. 9AM: Arrival of Campers/ Vocal and Physical Warm Up
 - b. 9:30AM: Choreography
 - c. 10:30AM: Camper Snack Break
 - d. 10:45AM: Vocals
 - e. 11:45AM: Sectionals
 - f. 12:30PM: Lunch
 - g. 1:15PM: Vocals
 - h. 2:15PM: Camper Snack Break
 - i. 2:30PM: Vocals and Choreography Together
 - j. 3:45PM: Announcements/ Dismissal
5. Supervise/ Oversee/ Stay with campers when under teaching staff's direction (at all times)
6. Bring the joy of Music and Dance to our campers
7. Work with Operational Staff to select a camper of the week (receives a trophy and 1 week free tuition for next summer)
8. Assist Operational Staff with anything needed during the camp day
9. Pay is \$25 an hour/ 6 Teaching Hours a day/ 4 Days a week
10. Daily Work Hours: 8:30AM-4:30PM
11. Be professional with a pleasant demeanor during work hours