

Music in Motion

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

June 1-4, 2020/ June 8-11, 2020/ June 15-18, 2020 (pending)/
June 22-25, 2020 (Grace Comm Church)
9AM-4PM Daily

JOB DESCRIPTIONS

Chief Operational Officer (1 position)

** Responsibilities include, but are not limited to:

1. Set up of RegPack software and overseeing of camper registrations
2. Overseeing of advertising material and dissemination of information
3. Collation and management of data for pre-camp organisation
4. Communication with executive staff, HSC board members, operational staff and teaching staff
5. Advisor to HSC Camp Organiser
6. Managing camper data such as t-shirt sizes, dietary requirements, medical issues, behavioural issues and communicating in a sensitive way to relevant parties
7. Communication with parents via telephone, email and RegPack system
8. Managing the daily activities of operational staff while at camp
9. Answering telephone calls on the HSC Google number
10. Managing the activity and well-being of camp staff
11. Overseeing camp timetable and liaising with other campus staff if necessary to solve room and facilities management issues that may arise
12. Communicating with campus management (for example, GOMM principal, facilities manager, cleaning staff)
13. Daily work hours: approximately 2-4 hours per week from December 2019, increasing from April 2019 to approximately 10 hours per week (to be negotiated with the HSC Executive Director)
14. Daily work hours during camp weeks: 8:00am to 4:30pm/ 4 days per week
15. Pay is \$20 per hour (total no greater than \$2720)
 - a. December 2019 – March 2020 will have a cap of 12 hours per month of billable pay (\$960). Will need an invoice and approval from the At Large #3 Board Position.
 - b. April 2020 – May 2020 will have 20 hours per month of billable pay (\$800). Will need an invoice and approval from the At Large #3 Board Position.

- c. During the camp – 4 hours per day/ 4 days per week/ 3 weeks of camp (\$960)
16. COO will arrive during lunch time to meet with the teaching staff and gather the necessary information to be emailed/ distributed by the end of the day. COO will also assist with end of day procedures.
17. Candidates must have exceptional organisational skills, communication skills, attention to detail, and should be upbeat and friendly in their demeanour. An enthusiasm for music and children is an advantage.
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Daily Operational Staff (2-3 Positions per week based on the 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
 - b. Answering parent emails during the camp
 - c. Being familiar with RegPack software and sending daily reminders to parents
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 slide show with the assistance of the Teaching Staff (or collate to send to nominated editor)
9. Manage/ Copy the distribution of music AND collection at the end of the week
10. Manage distribution of camper shirts, props and name badges 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 (and liaise with other groups on campus).
(Subject to change as needed)
 - 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. Keep a supply of fruit as supplemental snacks on campus (e.g. mandarins, bananas or apples)
 15. Pay is \$15 an hour/ 5 hours per day/ 4 days per week (total \$900 if camp is 3 weeks)
 16. Daily work hours: 8:00AM-1:00PM
 17. Be professional with a pleasant demeanor during work hours.
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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 upbeat 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: Theme 1
 - b. Week 2: Theme 2
 - c. Week 3: Theme 3
3. Create a Final End of Week Performance 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. 2:00PM: Games or other activities (brain break) + snack
 - 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/ 8 teaching hours a day/ 4 days a week/ 3 Weeks (Total of \$2400)
 10. Daily work hours: 8:30AM-4:30PM
 11. Be professional with a pleasant demeanor during work hours.