



## **Job Description**

### *COUNSELOR- SUMMER CAMP*

#### About BlackRock

BlackRock Center for the Arts, the leading venue for the performing and visual arts in Upper Montgomery County, Maryland, provides the community with the highest-level performances, free gallery exhibitions, arts education classes, and offers a summer camp in a welcoming setting close to home. BlackRock Center for the Arts brings inspiring performing and visual arts experiences to diverse audiences and young aspiring artists in a welcoming and intimate setting, providing opportunities to explore, celebrate and engage in the arts.

#### ***Position Summary***

BlackRock is currently seeking talented & motivated individuals that share a passion and commitment to arts education (music, theater, visual arts, & dance) to assist in leading our Youth Art Academy Summer Camps: Performing Arts Camp, Arts Journeys, Sports Meets the Arts, Broadway at BlackRock and Counselor in Training.

Youth Art Academy programs run:

● Camp Dates: June 30th through August 22nd, 2025

- 2 one week sessions of InspireArts Camp
- 3 two week sessions of Performing Arts Camp

**(Please note: this does not include mandatory training days which are typically the Thursday and Friday before camp starts. All camp staff need to be available for these dates.)**

● Monday-Friday

● 8:45 am – 3:30 pm (Staff is asked to attend a mandatory weekly camp meeting and will be compensated for any time they stay.)

● Before and After Care Hours Available

***Position Summary (continued)***

The Counselor supports the implementation of projects/activities/routines with campers to produce a final product at the end of the camp session. The Counselor must work collaboratively with Teacher Artists to weave the theme or the elements of production into a multi-disciplinary arts program that culminates with a performance or showcase to a live audience.

The Counselor will also lead Counselors in Training in developing leadership skills to support campers throughout the day. Teaching experience and credentials in one of the following areas of expertise/art form - theater, music, visual arts, or dance - is preferred.

The Counselor will report directly to the Education Manager/Camp Director and work closely alongside the Director of Facilities, Technical Director, Patron Services and Chief Executive Officer.

***Essential Duties and Responsibilities***

*Developing programming that will engage youth and inspire love and appreciation for the arts: theater, visual art, music, and dance.*

The Counselor will be tasked with supporting daily activities based on Maryland State Voluntary Arts standards to align themes to daily activities that thread through each discipline.

- The Counselor will consistently collaborate with BlackRock leadership and staff, including a weekly meeting to update, develop, and implement the program
- The Counselor will support the main Teaching Artist in executing camp section duties and activities.
- The Counselor will adhere and lead programming within the Camp Handbook for Campers and Staff.

*Implementing safety protocols.*

- Counselor expected to be knowledgeable of and adhere to all safety protocols.
- Counselor is responsible for the implementation of daily activities and CITs on all protocols.
- Counselor is responsible for ensuring that campers follow safety protocols.

*Communicating with campers' parents/guardians as well as with BlackRock Staff.*

- Counselor to communicate as necessary to camper families
- Counselor will demonstrate outstanding communication skills, using clear, concise, and professional language when interacting with others.
- Counselor will implement daily schedules, drop-off and pick-up procedures including Covid-19 safety protocols to all stakeholders.

*Fostering an environment of excellence and inclusion in a safe "arts-for-all" environment.*

- The Counselor will be a part of the BlackRock community and will use their presence to engage the camp families, staff, and community at large.
- The Counselor will embrace camp in a way that aligns to the BlackRock vision and mission.
- The Counselor will be on-site at all times except any approved absences, acquiring a sub and providing plans for absences.

### ***Other Job Duties***

- Develop materials lists adhering to budget allocation.
- Work closely with and understand facilities and proper usage and guidelines for camp use.
- Implements daily camper schedule.
- Observes the peer culture to diagnose problems and implement solutions as necessary.
- Follows procedures for handling all difficulties related to health, behavior, and other problems and report incidents to Camp Director. Develop behavior plans and programs, as necessary.
- Monitors and ensures appropriate student behavior and adherence to camp rules and regulations.

Handles emergency situations in conjunction with facilities, Camp Director, Education Manager by documented incident reporting.

- Assesses the overall program to see if there are any changes that need to be made for optimum functioning.
- Other duties as assigned.

### ***Other Attributes***

- Seeks advice and/or assistance from BlackRock leadership, as necessary.
- Work effectively with others at all levels of the organization in a professional manner.
- Be responsible, reliable, and safe.
- Always have a positive, can-do attitude.
- Be patient, caring, and creative.
- Produce consistent, high-quality work.
- Demonstrate excellent judgment; identify problems and work quickly to find solutions.
- Be flexible, adaptive, and a team player.

### ***Additional Requirements***

- Must be willing to be fingerprinted and have a full federal and state background check performed.
- Must be willing to participate in First Aid and CPR training held here at BlackRock for camp staff.

### ***Accountability***

The Counselor will receive feedback throughout program implementation and summer exit interview with the Education Department.

### ***Qualifications***

- Bachelor's Degree in education, arts education, performing arts, visual arts, or related field preferred
- Previous experience working with children in a supervisory capacity
- Experience planning and implementing youth programming
- Familiarity with and deep knowledge of a variety of performing and/or visual arts
- Detail-oriented with exceptional organizational and time management skills
- Superior customer service skills
- Ability to work independently and in teams
- Excellent communication and interpersonal skills

### ***Physical Requirements***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to be on their feet for an extended day
- Work outside without air-conditioning in summer months
- Respond to emergency situations which may include running
- Possess the physical capacity to fulfill all responsibilities listed above
- Ability to lift up to 50 lbs

### ***Compensation and Benefits***

Compensation is \$15-\$19 an hour based on experience and credentials for up to 40 hours weekly. Counselors are compensated for training as needed and collaborative planning.

### ***How to Apply***

To submit your application, email [educationdept@blackrockcenter.org](mailto:educationdept@blackrockcenter.org) with the following:

- Job Title as Subject Line
- Cover Letter
- Resume
- Two References

**NO CALLS PLEASE.**

### ***Equal Opportunity Employer***

Blackrock Center for the Arts has an institutional commitment to the principle of diversity. In that spirit, we welcome applications from all qualified individuals without regard to race, religion, creed, color, gender, sexual orientation, age, disability, or national origin.

This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.