



# Camp Counselor 2020

Jazz Camp Week 1: July 12–17

Jazz Camp Week 2: July 19–24

Jazz Institute: July 26–31

## About Stanford Jazz Workshop

Stanford Jazz Workshop (SJW) is a 47-year-old independent nonprofit dedicated to the perpetuation of jazz music through educational programs and concerts of the highest artistic quality. Our mission is to educate, entertain, and inspire a community of artists, students, and audience members through the study, performance, and appreciation of jazz — an original American musical form. For more information, please see <http://stanfordjazz.org>.

## Position Description

SJW Camp Counselors will report to the Registrar, Faculty Director, and Head Counselor to ensure that all camp youth participants (ages 12-17) are supervised throughout the week-long program, including meetings and activities during the day and evening, and overnight supervision in student dormitories.

This is a fulltime seasonal position that begins with a pre-camp Saturday training session and ends the following Saturday around 11am.

All SJW Camp Counselors must be **be on site 24 hours a day** and be available to help in any situation. If you need to leave the campus, advance arrangements must be made with the Registrar and the SJW Head Counselor.

There is a zero tolerance policy for alcohol/smoking anywhere near the camp participants or the dorms. You are expected to set a good example for the students you are supervising while on duty.

## Responsibilities:

- Attend the Camp Counselor pre-camp Saturday training session that will be held the Saturday before camp begins. This meeting is usually held at noon in Braun Music Center at Stanford University.
- Assist with Sunday registration. This is when all students arrive. Each counselor will be assigned a special duty for the day and will need to have read all the pre-camp materials. Be prepared to answer questions from parents and students who are arriving.
- Make sure that your assigned students are accounted for at all times. **Your most important task is taking attendance and knowing where students are at all times, day and night.**
- Monitor and maintain students' emotional and physical well-being. Be prepared to help students who are dealing with homesickness or need help making new friends. You are also responsible for making sure that there is no bullying and that students treat each other and SJW staff/faculty with respect.

- With oversight from the Faculty Director, organize and participate in after-class/evening activities for students each day. Create a fun and engaging atmosphere for the students when they are not at classes, clinics, or jam sessions. A week at camp usually includes following activities: an ice cream social, evening sports, s'mores night, a talent show, a farewell dance, a Friends and Family dinner and a student showcase. It is the responsibility of the counselor staff to organize and facilitate these events. Normally the duties will involve grocery shopping, decorating, DJ-ing, coaching, leading a morning activity or counselor talent show skit, etc.
- Report any threats, safety issues or concerns to the Registrar and Head Counselor. If you observe anything that concerns you, **report it to the main office immediately**.
- Under the direction of the Faculty Director, facilitate the educational and musical endeavors of the camp and SJW. You may be asked to assist in a class or to lead in a jam session.

### To Apply

Complete the Seasonal Employee Application form on our website and submit it along with a cover letter and résumé to the address shown on the form and shown below.

Stanford Jazz Workshop;  
PO Box 20454; Stanford, CA 94309  
Email: [jpeloso@stanfordjazz.org](mailto:jpeloso@stanfordjazz.org)