

Lutheran Summer Music Academy & Festival

Position Description

Title: Student Residence Counselor

Classification: Independent Contractor

Department: Student Life

Reports to: Student Residence Director and Student Life Director

Hours: Residence at LSM site from Thursday, June 27, 2024 to Sunday, July 28, 2024.

Overview:

Counselors provide direct care for LSM students and oversee all aspects of Student Life. Counselors create a positive, safe, and enriching experience for every student. Counselors oversee the daily routine and recreational activities of students, manage adolescent behaviors (homesickness, disruption etc.), watch for potentially harmful behaviors and situations, and provide clear and concise information regarding safety. Counselors are the primary role models for activities, rules, conduct and social skills. Counselors work closely with the Student Residence Director and Student Life Director, and receive support from the Dean of LSM and Student Health Director.

Counselors are assigned to and live with a group of 10-20 students in campus dormitories. Counselors serve as mentors and are encouraged to seek ways to inspire and stimulate students to make full use of the experiences offered at LSM.

General Expectations:

All Counselors are assigned similar and equal responsibilities. These assignments include, but are not limited to:

- Supervising a group of 10-20 students in the college's dormitory.
- Chaperoning and managing on- and off-campus activities.
- Equal sharing of mealtime supervision.
- Equal sharing of "dorm duty" during the day and evening (oversight of lights out, evening rounds, and all-quiet).
- Equal sharing of "on call" for emergency purposes during overnight shift.
- Familiarity of and carrying out LSM and host college's policies, procedures, rules, and regulations.
- Attendance at all scheduled orientation sessions, staff meetings, recitals, worship, and student activities.
- Meeting all deadlines for paperwork, assignments, or other information requested by Student Life Director or Student Residence Director.
- Communicate and distribute necessary announcements and communication to the student body.
- Communicate student life concerns to necessary staff including illness, damaged or stolen property, or behavior concerns.
- Keep accurate record of names, room assignments, activity sign-up.

Student Life Responsibilities:

- Get to know individual students, their musical interests, and learn their likes/dislikes. Further encourage students to participate in both musical and non-musical activities.
- Assist in teaching or leading an activity, as assigned.
- Supervise and participate in all assigned aspects of the student's day.
- Help each student meet their individual goals.
- Recognize and respond to opportunities for problem solving between students.
- Develop opportunities for interaction between students and staff.
- Facilitate discussions of individual or group problems or concerns.
- Instruct students in emergency procedures.

Musical Responsibilities:

- Participate in one primary ensemble, attending rehearsals, providing leadership through membership.
- Assist faculty and fellows by providing support and mentorship to students.

Personal Responsibilities:

- Model manners, punctuality, sportsmanship, cleanliness, and respect for personal property, equipment, and facilities for students.
- Follow code of conduct.
- Encourage respect for personal property, equipment and facilities.
- Manage personal time off in accordance with LSM policy.

Qualifications:

- Must be age 20 or older
- Understanding of and commitment to the mission of the organization.
- Appreciation for classical music or personal participation in musical activities.
- Experience and/or strong interest in working with high school students.
- Excellent time management skills.
- Excellent inter-personal communication skills.
- Proven ability to solve problems effectively and under pressure and time constraints.
- Interest in developing personal leadership qualities.
- Ability to lift and/or carry materials up to 30 pounds.

This position is ideal for:

- Young adults pursuing music, music education, or related fields
- Young adults with experience as Resident Assistants or Camp Counselors

Compensation/Benefits:

- Stipend of \$1,500
- Travel allowance of up to \$300
- Private room (student dormitory) and meals at Valparaiso University.
- Three days (24-hour periods) off during the four-week LSM program.

Stipend including travel allowance is paid at the end of the contract. Contracted individuals are not eligible for benefits or insurance coverage by Lutheran Music Program.

To Apply:

Interested applicants should send a resume, cover letter, completed background check form, and contact information for three references (name, position, email and phone number) to: LSM Residence Counselor Search; admissions@lutheransummermusic.org. **Background check form** **MUST** be emailed with original signature.