



# Columbia Choirs of Metropolitan Seattle

## Summer Camp Director

**COLUMBIA CHOIRS** is a community based, non-sectarian family of choirs training singers in nine choirs, ages pre-school through adult. Since 1984, we have been bringing singers together for international award-winning music training and performance opportunities. At present, Columbia Choirs serves 200 singers, bringing quality music to communities across Seattle's Eastside.

Columbia Choirs seeks a qualified, enthusiastic individual to serve as our 2022 summer camp director. After many years away, Columbia Choirs is re-launching a 5-day overnight summer camp for our youth choirs from August 14 – 18, 2022 in Stanwood, WA. The successful applicant will work closely with the artistic director and choir administrator to plan and execute the overall operations of the summer camp.

Camp Director responsibilities include:

- Before camp (Start Date: **July 6**):
  - Communication with the camp venue as needed.
  - Communication with campers and families on pre-camp logistics.
  - Prepare camp schedule with artistic and administrative team.
  - Hire, train, and supervise camp counselors alongside artistic and administrative team.
  - Research and organize schedules, room & board, dietary restrictions.
  - Research, organize, and schedule activities.
  - Research, organize, and establish a code for community standards.
  - Monitoring expenses and budget.
- At camp (Camp Dates: **August 14–18, 2022**):
  - Oversee the day-to-day management and logistics of camp activities.
  - Supervise and provide support to camp counselors in camper wellness and crisis intervention.
  - Serve as the primary community standards officer.
  - Communicate with parents/caregivers as needed.

The ideal candidate has:

- Demonstrable experience as a camp director managing similarly structured camps, or experience as a resident assistant (RA).
- Advanced ability to hire, train, and supervise camp counselors.
- Experience in student mental and emotional health and wellness.
- Extensive experience working with youth.
- Ability to manage budgets and monitor expenses.
- Proficiency in office software, including MS Word, Excel, and Outlook Express.
- A calm demeanor while multitasking and handling many moving parts.

Timeline: Up to 25 hours of prep work from July 6–August 13. Full-time onsite at camp from August 14–18.

Pay: \$25/hour for up to 25 hours of prep work. \$1,000 for management of the 5-day, 4-night camp.

Any and all interested parties should send cover letter, resume and references to Artistic Director Katrina Turman directly at [katrina.turman@columbiachoirs.org](mailto:katrina.turman@columbiachoirs.org)