



Digital Media Academy Summer 2012 – Teen Overnight Counselor Position

ABOUT DMA

Digital Media Academy (DMA) offers summer technology camps for adult-learners, teens, and kids (called Digital Media Adventures). DMA is an Apple and Adobe Authorized Training Center, accredited by Stanford University and held to the highest standard of excellence. Each summer, DMA holds numerous 5-day digital art and technology courses (repeated for several weeks) at prestigious universities. Adult, Teen (age 12-18), Adventures (age 8-12), Jr Adventures (age 6 - 8) campers choose between a residential experience (complete with organized activities, etc.) and a day camp experience. Many teens stay overnight and some stay for multiple weeks at our various campus locations to complete multi-week certification programs in topics like game design and digital filmmaking.

OVERVIEW

DMA's Youth Activities Counselors (**YACs**) **live on campus** for the duration of the summer program. YACs are responsible for the residential experience for those teens (ranging from age 12-18) staying on campus. In addition to organizing and participating in 1 or more activities each evening, YACs are responsible for enforcing rules and curfews while fostering an exciting and positive experience for all teens. YACs live in staff rooms in the same complex with the teens and may be asked to share a room with another counselor. Because DMA offers weekend stays, YACs work Friday night, Saturday and Sunday mornings - organizing and leading weekend off-campus adventures for those teens staying over the weekend. Depending on the number of teens staying over the weekend, some work rotation may apply. In some cases, the teens and kids staying over the weekend will enjoy a combined group trip. YACs remain on campus every evening and throughout the night. YACs are required to have a cell phone at all times and be available in the case of an emergency or parent phone calls. YACs must wear a DMA approved t-shirt and name badge during all workdays. YACs should maintain a decent and clean appearance at all times. YACs are responsible for bringing or purchasing all bedding and linens needed during the program. Transportation (long distance or short commute) to and from the campus location of your choice is not provided.

DUTIES & RESPONSIBILITIES

- Assist with location set-up (Thursday before the program begins), teardown (Friday when program ends) and product inventory/assessment - ability to lift 50lbs
- Communicate with Director on a daily basis via phone, email, or in person
- Attend weekly meeting with the Director to communicate any concerns/ideas and prepare for the next week
- Run camper check-in with team (greet parents, answer questions, help with luggage, start activities, etc)
- Organize supplies for camper check-in (room keys, dining cards, waiver forms, t-shirts, etc)
- Assist Director with administrative tasks (keep waiver forms organized, return room keys, etc)
- Assist Director with maintaining positive camp morale
- Take on additional duties as needed
- Pre-organize, run, and participate in all activities (keep records of all activities for each evening)
- Pre-organize, run, and participate in weekend off-campus activities (purchasing tickets, making reservations, arranging transportation, requesting money from director, keeping all receipts for money spent, turning in all left over money & receipts to director on Monday morning, etc)
- Observe camper behavior, enforce policies and procedures
- Escort campers to and from dining halls for the first few days of camp (walking up to 1 mile) for the teens age 13 - 18 in teen program.
- Attend breakfast with campers when possible
- Attend dinner with campers everyday
- Photograph and maintain pictures of campers, break times, evening activities & other camp moments

QUALIFICATIONS

- At least 21 years of age
- Flexibility
- A Sense of Humor
- Energy and Stamina
- Some college education (high school diploma or equivalent is required)
- A “do whatever it takes” attitude
- A positive and team playing attitude
- Hard working with strong organizational skills
- Access to a car to run errands when needed or use in case of emergency
- Extroverted personality and ability to entertain teens
- Experience leading youth in a camp or educational setting
- Excellent communication skills with ability to relate effectively to both youth & their parents
- Proven track record of being highly responsible and trustworthy (At least 3 references)
- Ability to actively participate in organized activities (sports, games, scavenger hunts, etc.)
- Ability to respond to critical incidents - have good hearing, eyesight and mobility

CERTIFICATION & TRAINING

- Attend in person and online pre-camp training sessions
- Attend pre-camp orientation sessions
- Read all DMA printed materials, read DMA website, watch all training videos
- Complete all pre-camp training requirements and paperwork
- CPR and First Aid certified (DMA is not responsible for the fees and scheduling of this process)
- Staff may require fingerprinting (based on location)
- All staff require a full background check prior to making hiring complete

TYPICAL WEEKLY HOURS (day camp is in session from 9am – 5pm)

- Sunday Housing Check-In: 12pm – 11pm (sleeping overnight in the dorm)
- Monday - Thursday 7:15am – 9:15am & 5:00pm – 11:00pm (sleeping overnight in the dorm)
- Friday 7:15am – 9:15am & 3:00pm – 6:00pm (or until the last teen is picked up by his/her approved ride)

Many times the counselor position requires additional working hours. Some of these reasons may include; parent phone calls, overnight camp emergencies, running a supplies errand, Friday housing turnover, etc. The counselor needs to be willing to “do whatever it takes” to ensure the overnight program is running smoothly.

Counselors are off work between 9am – 4:30pm, Monday - Thursday & 9am – 3:00pm on Friday. If there are no campers staying over the weekend, all counselors will have from Friday evening through Sunday 12pm off duty (pending any late stays or early arrivals).

COMPENSATION

Compensation is based on prior experience, level of education, position of responsibility and location of choice. Compensation includes salary plus housing and dining. Salary starts at \$350 per week (pre-tax figure). Housing & dining is valued at over \$300 per week.

LOCATIONS AND DATES

Location	Dates
Stanford University (Palo Alto, CA)	June 25 – August 17 (8 weeks)
University of California, Los Angeles (Los Angeles, CA)	June 25 – July 20 (4 weeks)
University of California, San Diego (San Diego, CA)	July 23 – August 17 (4 weeks)
University of British Columbia (Vancouver, Canada)	July 16 – August 10 (4 weeks)
The University of Texas at Austin (Austin, TX)	July 2 – July 20 (3 weeks)
The University of Chicago (Chicago, IL)	June 25 – July 27 (5 weeks)
Harvard University (Cambridge, MA)	June 25 – August 10 (7 weeks)
Drexel University (Philadelphia, PA)	July 9 – July 20 (2 weeks)
Swarthmore College (Philadelphia / Swarthmore, PA)	July 23 – August 3 (2 weeks)
George Washington University (Washington DC)	July 9 – August 10 (5 weeks)

TO APPLY

Complete our “**Teen Counselor**” online application at <http://www.digitalmediaacademy.org/jobs>. Please review the above locations and dates before applying. You may also be asked to submit a resume, upon review of your online application.