



MASON • MUSIC  
**Camps Assistant**  
*Roles and Responsibilities*

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**Mission Statement:**

*“To inspire a growing community of people to be passionate about playing music and to teach them the skills necessary to do so with excellence.”*

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**OBJECTIVE:**

*Assist the Camp Director in logistics and camper experience.*

**STAFF BEHAVIORS AND ATTITUDES**

- **Be Positive** - Be cheerful and encouraging to the Campers! Attitudes are contagious!
- **Be Respectful** - of your teammates and the Camp Director by asking how to help and listening when they speak.
- **Work Together** - with your teammates to provide an incredible experience for the Campers!
- **Be Safe** - be concerned with the physical, mental and emotional safety of these Campers while under your care.
- **Be Your Best** - Leave each day with the satisfaction of knowing you gave the Campers your all.
- **Have Fun** - It's Music Camp at Mason Music!!!

**KEY COMPETENCIES**

Situational Awareness	Organizational Agility
Clear Communication	Composure
Dealing with Ambiguity	Approachability

**ARRIVAL SUPPORT**

- Arrive at the camp location 30 minutes prior to camp start time.
- If assisting with early drop off arrive 15 minutes before early drop off begins.
- During drop off oversee the check in process. Ensure that each camper is properly signed in using the sign in sheet. Make sure that each camper makes it to their group/room in a safe and timely manner.
- Your assistance may be required in the parking lot. Please exercise awareness and caution when escorting campers to and from our studios and the parking lot.

**COMMUNICATION**

- Respond to the Camp Director's emails promptly in regards to scheduling and confirmation requests.
- Be knowledgeable of the curriculum of the camp you are supporting. You will be asked questions by campers and parents about the camp activities and will be expected to communicate them.



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## **PICKUP SUPPORT**

During pick up, make sure each Camper has their belongings (bags, water bottle, camp craft, etc). Also, make sure to retrieve their name tag as they leave. Be prepared to answer questions from Parents about what was done during the day, how their Camper's behavior was, what to expect for tomorrow, etc.

- a) Oversee pickup process with check out sheet.
- b) Oversee radio communication to camp rooms to call for each camper ready for pickup.
- c) Walk each camper as needed from the room to the lobby to their parent(s).
- d) Ensure that each camper is signed out (as applicable per camp).
- e) Retrieve Camper Name Tag and ensure that each camper leaves with all of their belongings.
- f) Maintain awareness of parking lot situation and camper safety throughout pickup.

## **FACILITATING GROUP ACTIVITIES**

- Oversee the timely and safe rotation of campers between groups/activities.
- Assist the Camp Director during snack time by prepping snacks ahead of time and delivering to the designated snack area on time.
- Capture picture and video of group camp activities. Forward picture/video content to the Director of Marketing.

## **MANAGING BEHAVIOR**

- Be an ambassador for good behavior! Assist Camp Director in setting the tone for camper behavior and reinforcing behavioral standards as needed.
- Enforce rules of no running or rough housing. If you see a Camper breaking the rules, gently bring his/her attention back to the current programmed activity.
- No cell phone use will be allowed during camp- the Campers need your attention on providing an amazing experience for them while you are here.
- Follow the Camp Director's methods for quieting the children - even when in small groups i.e. "1-2-3 Eyes On Me." The more consistent, the more effective.
- Do not allow the Campers to handle other teacher's personal belongings in lesson rooms. Make it clear that any property not intended specifically for camp use is off limits.
- Ensure that campers are not venturing off into undesignated rooms/areas of the studios.
- Ensure that no camper or classroom is left unattended. If a director or teacher needs to step away, you will step in.
- Communicate any ongoing behavioral issues to the camp director immediately.
- Responsible for contacting parents/guardians of any student that needs to be sent home for behavioral reasons or otherwise. Sit with Camper in lobby area until parent/guardian arrives.

## **RESTROOM ASSISTANCE**

- As Camp Assistant, you will walk students to the restroom (if applicable for age range) - do not leave any camper or classroom unattended. If a student is old enough to go on their own, simply make sure that they don't misuse restroom breaks to wander around the studio.
- Stand outside of the restroom and do not go inside. If a Camper needs assistance, talk them through it first. If they still need help, ask another Staff Member to come hold the door open while you assist the Camper.



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## **CLEANING**

- Oversee completion of camp cleaning checklist.
- Ensure that each room being used is cleaned, straightened, sanitized, and ready for use in regular lessons that afternoon.

## **COVID SAFETY PROTOCOL**

- Ensure that each camp staff member, teacher, and camper is wearing an appropriate face mask/covering. Check their temperature using the provided thermometer. Should anyone's temperature be at or above 99 degrees, allow them 2 minutes to cool off before retesting. Should the individual maintain a fever, inform the camp director and arrange for the individual to leave the camp.
- Ensure that campers and staff members are regularly utilizing hand sanitizer and practicing social distancing when applicable
- Ensure that there is no unnecessary congregating in lobbies or common areas
- Assist in the regular cleaning and sanitizing of shared surfaces each hour of the camp.

*During camp you are representing Mason Music to these Campers. You are a role model to them whether you are thinking about it or not. They are watching you and notice everything you say and do. Be an advocate for Mason Music and represent yourself and Mason Music well at all times. By providing an amazing experience for these Campers, you are ensuring that we will have more people sign up for future camps and for private lessons, which means more future musicians!*

*"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel." – Carl W. Buechner*

## **PAY RATE AND SCHEDULE**

- Pay for Mason Music Preschool Camp Staffers is set at \$10.50/hr.
- Hours will be calculated based on time that is scheduled and worked as set by the Camp Director.
- Pay will be made via check by the Friday of the week following the end of camp.