



## TITLE: HEAD TROUPER COUNSELOR

Department: Tour	Staffing Classification: Seasonal
Reports To: Tour General Manager	FLSA Status: Exempt
Date Approved: 1/23/2020	Signature:

### JOB SUMMARY:

Responsible for the care, safety, comfort, behavior, and morale of the Smirkus Troupers during the rehearsal period and while on tour. Responsible for clear communication between parents, Troupers, staff and coaches regarding all Troupers issues during the training and touring summer season.

### ESSENTIAL FUNCTIONS:

(Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Oversees all logistics of the Troupers, including home stay arrangements, Troupers schedules, Troupers transportation and travel arrangements. Coordinate meal schedules with the cook staff.
2. Provides age appropriate support and guidance for the Troupers. Is available to listen to concerns, issues, and problems. Helps negotiate disputes. Provides or out sources counseling where appropriate. Is aware of and sensitive to issues before they become problems.
3. Acts as a liaison between the Troupers and the rest of the adult staff on tour and promotes positive relationships.
4. Informs creative team and medical staff of the physical and emotional problems/situations that a Troupers may be going through, and the history behind the problems.
5. Informs appropriate staff of any Troupers related accidents or events that have the possibility of effecting the show or tour well-being.
6. Informs cook staff or other necessary staff of any Troupers allergies or specific dietary needs.
7. Provides a communication link between Troupers parents and Circus Smirkus and the tour. Keep parents informed of Troupers health and well-being and any behavioral issues. Contact parents immediately to inform them of any Troupers related illnesses or accidents.
8. Researches and completes all accident reports for Troupers related accidents, informs Smirkus Headquarters and Tour General Manager the day of the accident by phone, and supplies copies of written report to headquarters within two days of an accident.
9. Seeks appropriate medical care for injured or sick Troupers. Accompanies Troupers to doctor's office or hospital.
10. Maintains Troupers binders and online CampDoc profiles with all or any updated contact and medical information and reports.
11. Works with counselor's in assigning Troupers work duties, oversees and schedules work details.
12. Assists in the rotating bed time and wake up duty schedules that are assigned to all counseling staff.
13. Plans and implements Troupers recreational activities during rehearsal period and while on tour, such as guest performers, field trips, hikes, swimming, etc.
14. Manages counseling staff.

15. Must have a current driver's license and the ability to drive a 15-passenger van.
16. Assists in the set-up and tear down of bunk lot at the discretion of the Tour General Manager. Duties may include but not limited to: setting and leveling bunkhouses, running hoses and electrical cords, setting up dishwashing station, setting up picnic tables and dining tent.

**KNOWLEDGE AND EXPERIENCE:** (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

1. You must have (or obtain before tour) certification in CPR and Basic First Aid.

**WORKING CONDITIONS:**

(Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Internal: Work is normally conducted in an office environment.

External: Work requires travel throughout Vermont and surrounding states in preparation for and while on summer tour.

**PHYSICAL DEMANDS:**

(The physical effort generally associated with this position.)

Work involves standing, walking, bending, kneeling, reaching, stooping, and other physical activities consistent with setting up heavy equipment. Work may include lifting, carrying or moving objects and equipment weighing over 50 pounds.

**SUPERVISION:**

Supervision is received from the Tour General Manager with assistance from Deputy Director as needed.

**PERIOD OF EMPLOYMENT:**

This is a three month seasonal position from June to August 2020.

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To be considered for this position, please contact [tour@smirkus.org](mailto:tour@smirkus.org).

Interested parties please include:

- Cover letter
- Resumé
- Completed [Circus Smirkus Employment Application](#)

**CIRCUS SMIRKUS – A PROMISE OF INCLUSION**

*Throughout history, the circus has sought out and celebrated all types of peoples, cultures, and skills to showcase the multifaceted triumph of human abilities. It is fundamental to our values to welcome employees, participants, and audience members of all backgrounds with the curiosity, respect, and awe human diversity inspires.*

*Joining a Circus Smirkus program – as a participant, an employee, or an audience member – means you belong. As a company, we promise to consider only merit in making hiring or program decisions. The only thing that matters to us is your willingness to embrace our values and help us create joy and magic for everyone who encounters a Smirkus program. If you're smart and talented and willing to work hard, please apply for a job with us!*

*As a proud upholder of circus tradition we commit to providing everyone equal opportunity to become a star, both in and out of the ring.*

<http://www.smirkus.org>