



TITLE: Camp Head Coach

Department: Camp	Staffing Classification: Seasonal
Reports To: Summer Camp Director	FLSA Status: Exempt
Last Updated: 9/27/2018	Signature:

JOB SUMMARY:

Oversees all circus instruction and related activities at Smirkus Camp. Supervises circus coaches and rigging staff and ensures instructional quality and safety at all times. Backs up coaches when needed to uphold Smirkus training and performing standards. Supports and maintains a positive atmosphere aligned with Smirkus ideals. The Head Coach is a member of the Camp Leadership Team, along with the Summer Camp Director, Head Counselor, and Activities Coordinator.

ESSENTIAL FUNCTIONS:

Support and Supervision of Coaches to Ensure Program Quality

- Assist the Summer Camp Director and Director of Programming in hiring of coaching staff.
- Cultivate positive culture
- Create daily work, tent, choice time, and rotation schedules.
- Facilitate daily coaches meetings.
- Orient coaches when they arrive - including job responsibility clarity, coaching trainings, and tent preparations.
- Be prepared to substitute for a coach should it be needed.
- Manage all coaches and rigging staff including providing support and guidance. Be aware of and responsive to staff morale. Provide encouragement and promote unity among coaching staff and with all camp personnel. Communicate concerns and accomplishments to the Leadership Team.
- Observe each tent team on a regular schedule. Help coaches succeed by providing ongoing feedback and strategic assistance. Conduct written evaluations of coaches twice during the season.
- Work with the Leadership Team and coaches to create and maintain a clear, concise circus curriculum that reflects best practices and meets the needs of all Smirkus campers

Safety and Emergency Preparedness

- Oversee the Rigger and the Assistant Riggers. Act as liaison between coaches and rigging staff to ensure procedures are safe and efficient. Monitor the safety of all rigging and equipment and its use.
- Maintain and update the Rigging Log Book, either personally or via delegation.
- Take the lead on safety procedures for circus-related activities. Communicate and enforce safety standards..
- Ensure that staff are trained on proper spotting and injury prevention techniques.
- Review and update protocols to ensure preparedness for accidents, medical emergencies, or tent evacuations. Monitor weather when there is a thunderstorm risk.
- Serve as liaison for ongoing work with the ACE (American Circus Educators) Safety Program.

Communication

- Conduct daily coach meetings. Participate in all general staff meetings. Be approachable and maintain open communication with all staff. Check in daily with the Camp Summer Camp Director.
- Participate in Leadership Team meetings to share feedback and help make decisions. When needed, communicate the Team's decisions and rationales to coaches and other staff.
- Check in with the Head Counselor daily about camper concerns. Promote empathy and mutual respect between all coaches and counselors.
- Create and distribute all schedules for instruction of circus skills, and adapt them as needed.

- Represent and explain Smirkus values, methodology, culture and safety procedures to parents and stakeholders when needed.
- Ensure that tent and class rotations are kept on schedule.

Administration

- Serve as the administrator on duty on a rotating basis with other Leadership Team members.
- Source and purchase props and equipment within a set budget as directed.
- Follow up to obtain proper reports following any accident or incident in the tents.

Relationship with Campers

- Set a positive tone and foster the Smirkus ideals of goal-setting, hard work, persistence, humor, and unbridled enthusiasm among campers and coaches. Actively promote Smirkus' "quirky" camp culture.
- Encourage and motivate all campers equally. Be physically and mentally available to each camper throughout training. Be an inspirational role model to campers in and out of circus training.

Other

- Responsible for show quality and content of all camp shows, including Road Show. Supervise all Camp show directors.
- Assist the Activities Coordinator in scheduling show rehearsal schedules.
- Coordinate with riggers and coaches to maintain the appearance and cleanliness of the tents.
- Participate in up to three pre-season planning phone calls.
- Plan and direct set-up & tear-down of tents and proper storage of circus equipment for the season. In concert with the directors.
- Recruit and interview Coach and Rigger candidates, and make hiring recommendations to the Summer Camp Director and Director of Programming during and off season. (Pre season: compensation is separate from season contract.)

SKILLS AND EXPERIENCE DESIRED:

- A minimum of 7 years of circus coaching experience preferred; candidates will be evaluated on the totality of their circus and coaching experience.
- Familiarity with a broad range of the circus arts; in particular, acrobatics, juggling, aerials, and clowning. A professional performance background is desired.
- Demonstrated experience in coaching youth in one or more circus arts.
- Thorough knowledge of best practices in safety and injury prevention in the circus environment.
- Demonstrated experience in working with children and teens in instructional settings.
- Experience supervising, supporting, and evaluating staff.
- General familiarity with circus rigging. Experience with circus tents is a plus.
- Ability to listen, communicate, and respond to multiple constituencies, to solve problems, and to create "win-win" situations with people of all ages.
- Ability to relate to and motivate both campers and staff.
- Ability to work collaboratively in a team.
- Ability to interact with camper parents at dropoff and pickup as an ambassador of Smirkus Camp.

PHYSICAL DEMANDS:

Work involves standing, walking, bending, kneeling, reaching, stooping, hearing, and communicating effectively. Work may include occasional pushing, pulling, or carrying equipment.

WORKING CONDITIONS:

Smirkus Camp is a sleepover facility with staff on duty 24/7 when campers are present. Counselors are responsible for camper needs after lights out; and coaches are called upon only in emergencies. Room and board is provided; staff lodging is in shared rooms in the staff dormitory wing. Staff eat most meals with campers when on duty. Breakfast is typically at 7:30 am, and dinner ends by 6:30 pm. Most evenings are off, but there are a few required evening activities

each week. 24 hours off is guaranteed within each 7-day block, and other time off may be negotiated. The Head Coach has a shared office space with Camp administration.

SUPERVISION: Supervision is received from the Summer Camp Director.

Circus Smirkus is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status. <http://www.smirkus.org>