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TITLE: TOUR HEAD TROUPER COUNSELOR

Department: Tour	Staffing Classification: Seasonal
Reports To: Tour General Manager	FLSA Status: Exempt
Date Approved: 30JAN2023	Pay: \$700-800/wk

JOB SUMMARY:

Responsible for the care, safety, comfort, behavior, and morale of the troupers during the rehearsal period and while on tour. Responsible for clear communication between parents, troupers, staff and coaches regarding all trouper 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.)

- Oversee all logistics of the troupers outside of shows and rehearsals, including homestay arrangements, trouper schedules, trouper transportation and travel arrangements. Coordinate meal schedules with the kitchen staff.
- Provide age-appropriate support and guidance for the troupers. Be available to listen to concerns, issues, and problems and help negotiate disputes. Provide or delegate counseling where appropriate. Be aware of and sensitive to issues before they become problems.
- Act as a liaison between the troupers and the staff on tour and promote positive relationships.
- Inform creative team and medical staff of the physical and emotional situations of troupers, and the history behind the issues.
- Inform appropriate staff of any trouper related accidents or events.
- Inform Head Cook or other necessary staff of any trouper allergies or specific dietary needs.
- Provide a communication link between trouper parents and Circus Smirkus and the tour. Keep parents informed of troupers' health and well-being and any behavioral concerns. Contact parents immediately to inform them of any trouper related illnesses or accidents.
- Research and complete all accident reports for trouper related accidents, inform Tour General Manager the day of the accident and supply written report to administration within two days of an accident.
- Seek appropriate medical care for injured or sick troupers. Accompany troupers to doctor's office or hospital or delegate to another counselor.
- Maintain trouper binder with all or any updated contact and medical information and reports.
- Work with counselors to assign trouper chores.
- Schedule and participate in rotating schedule for lights out and wake up duty.
- Plan and implement trouper recreational activities during rehearsal period and while on tour, such as guest performers, field trips, hikes, swimming, etc.
- Along with the counseling staff, maintains the Parent Blog to keep trouper families informed of fun activities the troupers participate in throughout the summer and other matters of interest.
- Manage counseling staff.
- Assists in the set-up and tear down of back lot at the discretion of the Tour General Manager, and Operations Director. 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.
- Other duties as assigned.



KNOWLEDGE AND EXPERIENCE:

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

- Must have (or obtain before tour) certification in CPR and Basic First Aid.
- Must have a current driver's license and the ability to drive a 15-passenger van.

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.

PERIOD OF EMPLOYMENT:

This is an approximately three-month seasonal position 05JUN-23AUG2023.

To be considered for this position, please contact jobs@smirkus.org.

Interested parties please include:

- In the subject line, put "TOUR" in all caps and the job title that you are applying for
- Cover letter
- Resumé

CIRCUS SMIRKUS – A PROMISE OF INCLUSION

Circus Smirkus celebrates all types of peoples, cultures, and skills to showcase the multifaceted triumph of human abilities, particularly among our youth population. Joining Circus Smirkus – as a participant, an employee, a volunteer, or an audience member – means you belong. And to all who join, Smirkus asks for you to embrace our values and to help us create joy and magic for everyone who encounters a Smirkus program. We commit to providing everyone equal opportunity to shine— both in and out of the ring.

<http://www.smirkus.org>

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