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TITLE: TOUR TROUPER COUNSELOR

Department: Tour	Staffing Classification: Seasonal
Reports To: Tour Head Troupers Counselor	FLSA Status: Exempt
Date Approved: 30JAN2023	Pay: \$650-700/wk

JOB SUMMARY:

Working with counseling staff to coordinate 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 matters.

ESSENTIAL FUNCTIONS:

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

- Assists Head Counselor in overseeing all logistics of the troupers, including home stay arrangements, trouper schedules, trouper transportation and travel arrangements. Coordinates meal schedules with the cook staff.
- Coordinate with the Head Counselor age-appropriate support and guidance for the troupers. Be available to listen to concerns, issues, and problems, and help negotiate disputes. Provide or outsource counseling where appropriate. Be aware of and sensitive to issues before they become problems.
- Act as a liaison between the troupers and 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 kitchen staff or other necessary staff of any trouper allergies.
- 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.
- Seek appropriate medical care for injured or sick trouper. Inform Head Counselor of any trouper related accidents, injuries, or illnesses. Accompany troupers to doctor's office or hospital.
- Assign, schedule and oversee trouper chores.
- Assist Head Counselor in planning and carrying out trouper recreational activities during rehearsal period and while on tour, such as guest performances, field trips, hikes, swimming, etc..
- Assist 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 a kitchen 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 Head Trouper Counselor.

PERIOD OF EMPLOYMENT:

This is an approximately three-month seasonal position 06JUN-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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