



## **Counselor at TN Young Writers' Workshop in Martin, TN (June 9-15, 2019)**

### ***Job Description***

Job Title: **Counselor**

Reports to: *Assistant Director*

#### **Position Purpose**

Counselors help ensure that attendees have a safe and fulfilling Workshop experience.

#### **Essential Job Functions**

- I. Assist in the direction, supervision, and organization of attendees in their living unit, within activities and throughout the Workshop in order to meet the intended attendee outcomes.
  - Apply basic youth development principles in working with students through communication, relationship development, respect for diversity, involvement and empowerment of youth.
  - Assure students are properly supervised at all times.
  - Be aware of and implement safety guidelines.
  - Oversee students each morning and ensure that they are in large group meeting and then in their designated classes on time.
  - Perform room check for all students nightly and make sure students stay in their rooms at night.
  
2. Participate enthusiastically in the development and implementation of program activities for students within the mission and outcomes.
  - Responsible for leading writing prompts and assisting faculty in the classroom.
  - Actively participate in all program areas as assigned.
  - Participate in at least one planning meeting prior to Workshop week and one post Workshop wrap-up discussion with Workshop director, faculty and staff, offering feedback regarding the Workshop schedule, activities, efficacy, dynamics, etc.

- Be available when students have free time to organize/ supervise their activities (ie games, hikes) and, if requested, help students with their writing.
3. Maintain high standards of health and safety in all activities for students and staff.
    - Ensure that students receive their medications as directed by assistant director.
    - Be alert to students and staff needs and assist them with personal and/or health problems, and discuss with workshop health manager and/or workshop director when appropriate.
    - Report any and all inappropriate activity on the part of the students or other counselors, that may have been reported to you or of which you are aware, to the Workshop Director or Assistant Director immediately.
  4. Be a role model to students and staff in your attitude and behavior.
    - Follow and uphold all safety and security rules and procedures.
    - Set a good example to attendees and others in regard to general workshop participation

*Other Job Duties as assigned*

### **Qualifications**

- Must be 18 years of age
- Ability to interact with all age levels.

### **Preferred qualifications**

- 2 years experience working with youth
- First Aid/CPR certified
- Some college

### **Knowledge, Skills, and Abilities**

- Understand the development needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Knowledge and skill in creative writing.

To apply:

**Interested? Great! Please send a cover letter and resume (including 2 non-familial references) to [Patrick@humtn.org](mailto:Patrick@humtn.org) using the subject line: TYWW Counselor Application. Thanks!**