

Kemet Summer Youth Program

Job Descriptions

For the KEMET Staff

I. Program Director

The Program Director will have leadership responsibilities to implement the goals and objectives of the Kemet Summer Youth Program. The main function of the Program Director is to supervise the daily operation of the program including program recruitment, staff supervision, and health care and safety of the youth.

Specific Duties and Responsibilities:

Direct and supervise all academy programs and activities

Teach one of the three age groups

Recruit, interview, and hire staff and volunteers

Develop and support short and long range goals and objectives for the improvement of academic achievement of youth and recruitment of youth

Plan and implement the calendar of summer camp programs and activities with the Assistant Director, staff and volunteers

Assign staff, volunteers and youth to academy activities or groups

Set and supervise office procedures, opening-and closing-day procedures for staff and youth

Develop routines, schedules, and procedures for academy operation.

Order or supervise the ordering of food, supplies, and equipment, and arrange for proper distribution.

Report any incidents of serious unacceptable behaviors to parents and the Advisory Board

Develop promotional materials (brochures, press releases, bulletins, etc.) and ensures appropriate dissemination among, parents, youth, staff and community

Set and implement the budget for summer academy

Conduct assessment of activities to determine needs and effectiveness of the program

Serve as a driver

Additional Responsibilities:

Works cooperatively with Advisory Board members

Performs other related work as required

Minimum Qualifications:

Bachelor's degree in administration, education, recreation, physical education, or two years related experience and/or training; or equivalent combination of education and experience

Experience in participating in a variety of recreational type activities, extracurricular activities at school, volunteering, and serving the community

Current CPR and first aid certifications

Ability to supervise staff, volunteers, and youth

Ability to meet and work well with the public

Skills in written and oral communication

Special Requirements:

Must have a valid North Carolina driver's license

II. Assistant Program Director

The main function of the assistant director is to work to achieve the goals and objectives set forth by the academy. This includes helping the director to implement programs, schedule activities, teaching and/or supervising children enrolled in the summer program. The Assistant Director will also serve as a model for youth by building rapport with youth through positive interactions in program activities.

Specific Duties and Responsibilities:

Assists the Director in the daily planning, preparation, implementation, and evaluation of academy activities and record keeping

Teach each of the three age groups

Ensure that camp activities are running smoothly and advise the Director of any issues.

Work with Director on alternate activities in the event a planned activity must be cancelled (as during inclement weather).

Supervise, direct and lead volunteers and participants in a variety of daily indoor and outdoor activities including field trip activities

Oversee before care, and after care, activities including scheduling

Make sure all equipment and supplies are ready and set-up for activities in advance and that it is properly cleaned up and stored at the conclusion of the activity or day

Perform other related duties as assigned

Minimum Qualifications:

Associate's degree (A. A.) or equivalent from a two-year college or technical school; or two years related experience and/or training; or equivalent combination of education and experience

Current CPR and first aid certifications

Ability to work cooperatively with supervisor, peers, and with children of various ages

Experience in participating in a variety of recreational type activities, extracurricular activities at school, volunteering, and serving the community

Skills in written and oral communication

Special Requirements:

Must possess a valid North Carolina driver's license.

III. Administrative Assistant

The primary responsibility for this position is to supervise the daily sign-in and sign-out desk. This will also include keeping parents aware about KEMET's activities. The Administrative Assistant also serves as a model for the youth by building rapport with them through positive interaction in the program.

Specific Duties and Responsibilities

Assist the Director and Assistant Director in keeping records accurate

Creating files for students applications, medical records and any other pertinent student information

Maintain accurate records for student's medications

Inform parents when students become ill and/or injured

Assist with the early arrivals and late pickups

Additional Responsibilities

Work cooperatively with all staff

Perform other related work as required

Minimum Qualifications

Associates degree or the equivalent

Experienced in child care

Current CPR and first aid certificates

Good written and oral skills

Specific Requirements

Must possess a valid NC drivers license

IV. Bookkeeper

The Bookkeeper will be responsible for writing all checks for the summer program. A KEMET voucher will be used for each check written

Specific Duties

Write all checks for the program (stipends, program expenses) every Thursday

Create a system to maintain accurate records

Inform the Director of any tuition delinquencies by Tuesday of each week

Compile earning records at the end of the program for all paid staff

Additional Responsibilities

Work cooperatively with the Advisory Board and staff of KEMET

Qualifications

Be experienced in keeping accurate records

Can balance a checkbook

V. Step Instructor

The Step Instructor is responsible for teaching all students a routine for presentation at the end of the program or for another venue.

During the odd years, the National Black Theater Festival is held in Winston-Salem, KEMET performs for them each year

Choose an appropriate piece of music, with the director's input for the performance

Will cooperate with the KEMET staff

VI. Van/Bus Driver

The drivers are responsible for the transportation needs of KEMET that the staff cannot do.

Must be able to work cooperatively with the director, assistant director and staff

Must have a valid NC driver's license

VII. Volunteers

The volunteers are to assist the director and assistant director in supervising the students

Must be at least 16 years old

Interacts well with the students

Sets a positive example of good citizenship

Works well with the KEMET staff

Must attend the "counselor" training