

Organization:	The Kenan Center
Job title:	Summer Youth Programming Assistant (SYPA) - Summer 2023
Reports to:	Laurice Russell, Events & Programs Manager

Job purpose

The 2023 Summer Youth Programming Assistant (SYPA) assists the Events & programs Manager (EPM) in the development and implementation of the Kenan Center's Summer Youth Programming. The SYPA works with the EPM to promote, organize and execute programs that cover a wide variety of subjects and ages on the campus. In addition, the SYPA will work with instructors and students in our preschool-aged program, KidVentures¹, the American Craftsman Festival, as well as planned cinematic and theatrical events. The SYPA will serve as an assistant to both recurring and special activities including areas such as music, yoga, art, literacy, and cooking instruction.

The SYPA is an integral member of the Kenan Center's Summer Youth Programming team. The program offers unique learning experiences for youth in the community, in addition to family-centered and special events with fun and educational themes. KidQuest consists of KidVentures¹ and KidVentures². These special programs run in addition to the annual American Craftsmen Artisan Festival occurring June 4th and 5th, 2023, Taylor Theater programming, and outdoor cinematic experiences planned for family entertainment. These experiences will provide exceptional hands-on planning and organization experience, in addition to direct care and student education for the SYPA.

The SYPA will help to coordinate, organize, and implement a wide variety of learning experiences in a nonprofit setting. This position greatly benefits the Kenan Center as it provides necessary training and adequate numbers of qualified direct-care providers to operate extensive and diverse summer programming. The SYPA is an integral part of coordinating the reliable programming that the Kenan Center offers. This role assists us in ensuring that our goals of art, education, and recreation are enjoyed by all those we serve.

Duties and responsibilities

The following are the duties and responsibilities of the SYPA:

- Fulfill the role as assistant for KidVentures¹ program, and assist Instructors with activities and students' needs
 - Welcome children to the program, and assist with the drop off process, including providing directions to sign in their children and ease the child/parent separation process
 - Set-up daily snack
 - Assist children with crafts and activities, including cutting, gluing, and following directions
 - Communicate instructor and supply needs
 - Provide general first aid as trained by the American Red Cross
- Assist with the development and execution of all summer programming
 - SYPA will design, review, print, assemble, and assist in the distribution of necessary information provided to the public to inform and promote programming; including flyers, give a-way items, program applications, and brochures
 - SYPA assists the general set up of programming, planning and execution of youth-focused events, and will work with EPM during the event providing hospitality for the general public or students, answering questions, or directing the sign-in process.
- Assist with coordination and development of crafts and activities for the Summer Session
 - Develop and plan craft ideas for kits
 - Prepare purchase lists and shop for items for kits
 - Assemble and distribute kits
- Oversee additional summer programming for older students (ages 7 and older), i.e. KidVentures²
 - Assist with daily check in process with students' parents
 - Supervise and interact with students
 - Assemble individual student take-away items, and organization of supplies
 - Act as an assistant to instructors for various activities, and other educational programming
- Location of job includes the Kenan Center's House, Grounds and Gardens, Taylor Theater, Education Building, Arena, and Daisy's Adventure Garden

Qualifications

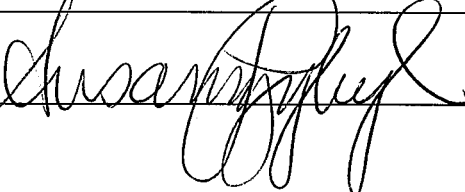
The SYPA position requires an individual who is highly self-motivated, well-organized, and able to work independently as well as working with others. Aspiring to a degree in education, teaching, or social work dealing with young people; event planning; or arts in education is preferred. Experience in working with children a must; coordinating programs a plus. Needs basic computer skills with knowledge of Microsoft Office; other computer programs desirable. Experience with social media and social media sites advantageous.

Working conditions

Working conditions vary upon scheduled programs, including outdoors, and travel between buildings. Works with the Events and Programs Manager (EPM). Some weekend work on special family summer events, including the American Craftsmen Festival, and scheduled programs, such as: Kenan's Garden Series highlighting music, movies, yoga in the outdoor gardens. The SYPA works with children ages 3 through 12, as well as with professional instructors in various disciplines.

Physical requirements / Dress Code

Walk 25-acre Kenan campus, between venues, and up and down stairs. Must be able to lift up to 30 pounds, including some lifting of materials, and packages. Comfortable dress for work, including short sleeves, and athletic clothing and shoes suitable for working comfortably with children in the summer months. More business casual attire may be required for some events. Flip flops and tank tops are prohibited.

Approved by:	
Reviewed:	11.11.22