

Position: Summer Youth Activity Program Lead Assistant
Pay Rate: \$10.00 per hour
Supervisor: SYAP Coordinators/Customer Relations Specialist

Job Description: The goal for Summer Youth Activity Program (SYAP) Lead Assistant is to provide all of the individuals who are involved with SYAP a unique, valuable and fun experience. Summer Program employees are expected to anticipate potential problems, contribute as a team member alongside counselors and instructors, and endeavor to create a culture that reflects the overarching values, beliefs, and ethics of those associated with SYAP. This position requires critical thinking skills, and the ability to work independently.

Must be available through the following dates: May 13, 2019 through August 2, 2019 (No Work: July 1-5)
Time: 8:00am – 4:00pm

Specific Responsibilities:

- Serves as a representative of the university, displaying courtesy, tact, consideration, and discretion in all interactions with other members of the Rice community and with the public.
- Answers phones and emails about the summer program.
- Compile camper information and make daily reports for counselors.
- Data entry and maintenance of the summer program software.
- Supervise children daily. This includes being responsible for the calm transition from activity to activity (especially through the lobby and locker room) when needed.
- Assist the counselors and instructors with the supervision and organization of all breaks and lunch times when needed.
- Assist the instructor with all class activities when needed.
- Assist in maintaining a safe environment for children.
- Help maintain a high standard of conduct for the children (including help with behavior modification strategies, disciplinary action) environment for children.
- Perform other summer duties as assigned by the SYAP Coordinators/Customer Relations Specialist.

Minimum Qualifications:

- Must have strong organizational skills and the ability to be a self-starter.
- Must have experience/enthusiasm working with children.
- Must have general knowledge of physical activities and sports.
- Must be able to think independently and make decisions for everyday and emergency situations.
- Ability to communicate and work with a variety of age and skill levels.
- Must have a positive attitude and interact well with SYAP participants, parents, and co-workers.
- Enthusiasm, sense of humor, patience and self-control.
- Must have the ability to complete basic First Aid, CPR and AED (training provided).