



NATIONAL YOUNG SCHOLARS PROGRAM

The **National Young Scholars Program (NYSP)** is seeking individuals to be hired as temporary, residential staff members for a variety of program sessions this summer. Starting in June and continuing through July and August, NYSP is looking to fill numerous spots for the **Production Team Member** position.

*\*\*Please note that the production team member position is residential.\*\**

The **National Young Scholars Program** is sponsored by the **National Center for Early Academic Excellence (NCEAE)** and is one of the only programs of its kind in the nation specifically designed and developed to identify young high-achievers with the potential to serve as future leaders. NYSP unleashes the power of high achieving 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade scholars, and encourages them to grow through adventures in learning that excite the imagination and unlock new doors of discovery. Light years ahead of standard curricula, NYSP reinvigorates the natural curiosity that is the gift of childhood. Subject areas offered through the program include: Forensics, Environment, Architecture, Anatomy and Health for the Human Body, Cultural Explorations, Extreme Weather, Entrepreneurship, and Leadership.

## **Production Team Position**

Production Team Members are responsible for the logistical implementation of the program as directed by the Program Coordinator of Production. Production Team Members must be able to interact with and supervise young people, be capable of handling stressful situations and be able to use and be responsible for communications equipment. Production Team Members should enjoy working with elementary aged children, coaching them through these unique experiences. This position requires physical activity, including heavy lifting and walking/being on one's feet for long periods of time. Production Team Members must be at least 21 years of age.

## **Principal Duties and Responsibilities**

- Monitor the safety and whereabouts of all scholars at all times
- Efficiently manage the safe transportation of scholars on-site and during the off-site excursions
- Ensure the timely delivery of all scholar materials to each classroom for all program days
- Assist in organizing the program materials according to curricular needs
- Inventory program materials
- Assist with on-site set up and take down at the end of each session as well as at the end of the cycle
- Advance the location of program events
- Inspect and/or test every aspect of a given location and event in preparation for the arrival of students and staff to ensure the logistical success of the event
- Set-up and restock refreshments for program social and registration events
- Follow accounting procedures for petty cash expenses

- Attend all staff training sessions and meetings as directed
- Identify and solve any logistical problems that arise in a quick, efficient and professional manner
- Oversee and manage the recreation time process
- Work closely, cooperatively and amicably with all staff members
- Provide night-time program support on a rotating basis
- Have the ability to reside at the program site for all sessions worked

**Additional Qualifications**

- ✓ Must be at least 21 years of age
- ✓ A high energy level and willingness to work extended days and hours
- ✓ Must hold a valid U.S. driver's license and meet Employee Driver Criteria

**Background Preferences**

- ✓ Clean driving record
- ✓ Strong organizational skills
- ✓ Desire to work with and around elementary school scholars

**Dates of employment:**

Please note that there is some flexibility in the dates for which you will work.

There are a variety of tracks available throughout Maryland, North Carolina, California, Texas, Illinois, Virginia, Florida, and New York. Please visit the NCEAE website, [www.nceae.org](http://www.nceae.org), in order to view available tracks and program dates.

**Remuneration:** All positions are paid by the hour and employees will be paid based on hours worked.

*\*\*Please note: this is a residential program for all production team members and they are required to stay at the designated housing site.\*\**

**How to apply:**

Submit resume and cover letter to: [nysp.ats.hrsmart.com](mailto:nysp.ats.hrsmart.com)

Subject line: Production Team Member

**\*NO PHONE CALLS PLEASE\***