



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 **Scholar Relations Team Member** position.

Please note that the scholar relations 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 2nd, 3rd, 4th and 5th 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.

Scholar Relations Team Position

Scholar Relations Team Members are responsible for handling student and parent issues and concerns as well as assisting the Production Team and the Program Coordinators with logistical and administrative tasks. Scholar Relations Team Members should enjoy working with elementary aged children and be willing to coach them through program experiences, be capable of handling stressful situations and be able to use and be responsible for communications equipment. Scholar Relations Team Members must be at least 21 years of age and possess a valid U.S. driver's license with a clean driving record of at least two years.

Principal Duties and Responsibilities

- Monitor the safety and whereabouts of all scholars at all times
- Work with parents and scholars regarding any concerns including medical issues, homesickness and special needs while at the program, with the guidance of the Program Coordinators
- Be available to coach scholars through any difficulties they may experience assimilating to the program
- Address all scholar medical concerns using the medical policy guidelines
- Efficiently manage the safe transportation of scholars on-site
- Follow accounting procedures for petty cash expenses
- Attend all staff training sessions and meetings as directed
- Work closely, cooperatively and amicably with all staff members
- Provide nighttime program support on a rotating basis
- Alternate with other Scholar Relations team members to lead activities during recreation time

- Alternate with other Scholar Relations team members to oversee scholars during meal times
- 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
- ✓ Must be in third or fourth year of Bachelor's degree in Education or related field
- ✓ Desire to work with and around elementary school scholars
- ✓ Counseling or mentoring experience

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, 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 scholar relations 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

Subject line: Scholar Relations Team Member

NO PHONE CALLS PLEASE