



Oya No Kai, Inc

Kurabu Assistant Director

Position Description

POSITION CLASSIFICATION: Part-Time, Exempt

REPORTS TO: Kurabu Director

PERIOD: 06/01/21 - 07/31/21

SALARY: \$18-23 depending on experience

HOURS: approximately 40-60 hours of prep time prior to the start of summer camp, onsite hours during camp are 8:00 am to 5:00 pm Monday through Friday for 5.5 weeks in June and July

PRINCIPAL JOB RESPONSIBILITIES:

- Coordinates and schedules high school volunteer training and camp assignments and shifts
- Assist in acquiring supplies Intern Teachers deem necessary
- Track expenses for reimbursement, adhering to budget
- Communicate with Kurabu Director, Intern Teachers, high school volunteers, parents, elementary school aged students, guest teachers, and other community members
- Greet families each morning and afternoon, check participants in, answer questions about the program
- Assist with behavioral issues and handle them, if needed
- Assist with regular classroom activities, set up, clean up
- Collaborate email communications with Kurabu campers, providing camp updates and information
- Provide coverage for Director lunch break
- Have current CPR and First Aid certification

PREFERRED QUALITIES:

- Fluency in Japanese language and customs, not required
- Organized and detail oriented, especially with numbers and record keeping
- Patience for elementary school aged students and high schoolers
- Ability to soothe, comfort, support, motivate and encourage campers and volunteers
- Must be physically able to stand, jump, walk and lift at 25 pounds

CAMP SCHEDULE: Kurabu Summer Camp will run for 4 weeks, from June 30 to July 25, 2025, 9:00 am to 3:00 pm, Monday through Friday. No camp on Friday, July 4th in observance of Independence Day.

Week 1 (4 days) - June 30-July 3, 2025 (no camp on Friday, July 4)

Week 2 (5 days) - July 7-11, 2025

Week 3 (5 days) - July 14-18, 2025

Week 4 (5 days) - July 21-25, 2025

APPLICATION DEADLINE: Interested persons should send their resume and cover letter to info@oyanokai.org by May 20, 2025 for consideration. Once hired, preparation begins immediately.