**WDCSP Daytime Assistant**

* Stipend: $500
* Reports to: Executive Creative Director
* Active Responsibility Time: June 20th- July 7th
* Rehearsal Schedule:
	+ Rehearsals will June 20th and will be held at the West Deptford High School from 9:00-3:00.
* Requirements
	+ Experience working with children 4-13.
	+ Must be well organized, flexible, and display a calm and kind demeanor conducive to working with children and support staff.
	+ Experience working in a school preferred but not required.
* Responsibilities
	+ They will create and maintain a system for the ordering and the distribution of lunches for the daytime rehearsals.
	+ They will coordinate and oversee the preparation of the lunches for the daytime rehearsals.
	+ They will chaperone the arrival and dismissal of the children in the main lobby of the high school.
	+ The will develop a check in/attendance system, and alert the directors of children who are absent or arriving late/leaving early.
	+ They will collect and sort any paperwork turned in at the day time rehearsals including but not limited to costume sheets, ad sales, fundraiser forms, etc. and deliver them to the appropriate person.
	+ They will fill in any other areas of need during the scheduled daytime rehearsals as assigned out by the Executive Creative Director.
	+ They will be present for a pre-production meeting with the Executive Creative Director to discuss the details of the program (how to deal with daytime expenditures, paperwork our program requires, areas of the school for use, etc.).
	+ They will be present for a post-production meeting with the Executive Creative Director to discuss the summer season and their future with the WDCSP.
	+ They will coordinate with the Volunteer Director on how to best utilize interested volunteers.
	+ They will be present for and participate in WDCSP summer fundraisers and productions. This includes and is not limited to: the Children/Jr. shows, the Senior Show, the Bowling Fundraiser, and the Cabaret.