

Job Title: Vanderbilt Summer Academy (VSA) Summer Assistant Head of Activities: Supplies

Location: Nashville, TN

Type: Non-Residential

About Vanderbilt Summer Academy:

Housed within Programs for Talented Youth (PTY), a department within Peabody College, Vanderbilt Summer Academy (VSA) hosts around 500 academically gifted middle and high school students throughout 1, 2 or 3 week residential summer programs. VSA students join us from around the world to immerse themselves in academically accelerated coursework and a full pre-college residential experience.

Job Description:

The VSA Assistant Head of Activities manages the purchasing, inventory and distribution of all supplies for VSA residential activities. Reporting to the Head of Activities, The Assistant Head of Activities supports the planning, developing, and executing residential experiences that ensure optimal student experience and provide high quality activity implementation. This role also works closely with the PTY Administrative Officer to complete expense reports related to the Vanderbilt Student Purchasing Card. This is not a student facing role and is not residential. The standard weekday shift is 12:30pm-7:30pm. This is a non-residential position that requires flexible weekend hours on Check-in/Check-out Days and during the 3 weekends of program operation.

Perks:

Your summer includes:

- Making a difference through investing in the lives of advanced middle and high school students.
- Working on the campus of a nationally-known institution.
- Adding a unique experience to your resume.
- Joining a team of dedicated staff who are passionate about developing talent in gifted students.
- Competitive compensation with lunch provided.

Expectations:

Within their wide array of duties and responsibilities, the VSA Assistant Head of Activities is expected to:

- Be a role model for all student participants and colleagues.
- Uphold and exemplify community values, regulations, and expectations.
- Curate a safe, cordial, and supportive residential community for all students and staff.
- Support age-appropriate engaging, and fun recreational activities.
- Enthusiastically adapt and pivot as needed to ensure optimal, engaging, and safe student experiences.
- Collaborate with other Activities Assistants to ensure a positive community culture.
- Support the residential team in developing diverse and age appropriate recreational activities.
- Ensure residential activities are set up with the appropriate materials, space, and technological needs required.
- Maintain an organized and efficient system of monitoring program supplies and VSA inventory.

- Assist with facilitation of some large scale events, including but not limited to, carnivals, ABC nights, dances, talent shows, and field trips.
- Assist with various administrative duties and processes to ensure smooth operations.

Qualifications:

The ideal candidate will:

- Be a current undergraduate student or graduate student at Vanderbilt University.
- Demonstrate exceptional maturity and character.
- Have experience with program coordination, implementation and with working with teenagers in a youth development or educational setting. (Residential life/camp counseling experience a plus.)
- Embody a strong team player ethic and sense of humor.
- Be able to successfully and positively communicate with individuals of all ages, experiences, and roles.
- Be prepared for the physical demands of the position, including lifting up to 15lbs.
- Thrive in a fast-paced, demanding work environment that requires continuing flexibility, a positive and caring attitude, and collaboration.

Program Dates and Times:

- Online Training
- Onsite Training: TBA*
- 3 Sessions operating June-July
 - Session I: June 7-12
 - Session II: June 14-26
 - Session III: July 6-25
- The typical weekday shift is 12:30pm-7:30pm and includes extensive weekend hours.

More Information: [Vanderbilt Summer Academy](#)

Questions: Marisa Flores, marisa.m.flores@vanderbilt.edu

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