



January 29, 2014

Dear Sempai and Jr. Sempai Applicants:

Thank you for your interest in becoming a Sempai or Jr. Sempai for the Nakayoshi Gakko's 2013 summer session. We are excited to begin the selection process and believe you will find the experience rewarding. We seek enthusiast, committed and mature students who want to help make our summer program a fun and successful.

The Nakayoshi Gakko 2014 session dates are **Monday, June 16th through Friday, June 27**. If selected, you will be required to attend an orientation meeting on **Saturday, June 14th**. Sempai and Jr. Sempai **must be available for the full two weeks** of the program.

While the Sempai position is fun, it is important to remember that you are there to help the Sensei and participants have a successful program. The students look up to you and learn from your example. We expect you to conduct yourself as a leader and a role model. Sempai applicants must be at least incoming high school sophomores for fall 2014. The Sempai can choose to receive volunteer community service hours or an *orei* (monetary gift) from the school.

The Jr. Sempai is a volunteer who assists classroom teachers, specialty teachers, and the Sempai with a variety of projects and duties. Because the Jr. Sempai experience is meant to lay the groundwork for future Sempai applicants, the application process is the same. This is an **unpaid**, intern position but you will be given volunteer community service hour credit.

Please complete the attached application and email it by **Monday, March 10th** to: sempai@nakayoshigakko.org. **Please return completed form as a word doc or PDF (using the Form Fields/Adobe Acrobat Writer function. Please do not scan). Any other format will not be accepted..** Upon receipt of your application, we will contact you to schedule an interview. The *tentative interview dates* are **Saturday, March 22 and March 29**. Please be aware that those who successfully complete the interview process will be moved onto the reference checking phase. This means that we will be contacting the references that you listed, as well as obtaining feedback from Nakayoshi Gakko staff.

If you have any questions, please contact the email address above. Thank you again for your interest in the Sempai and Jr. Sempai positions.

Sincerely,

Naomi Nakano-Matsumoto
Nakayoshi Gakko

Nakayoshi Gakko
2/4/2014



Sempai Job Description

June 16 through June 27

2014

There are different types of Sempai at Nakayoshi Gakko. They are:

- Jr. Sempai
- Classroom Sempai
- Cooking Sempai
- Program Sempai
- Head Sempai

This is a general job description of the overall expectations of all Sempai. Each type of Sempai assignment will have its own unique set of job duties.

The Sempai position is very demanding position as you are assisting teachers, parents and most importantly, the children at Nakayoshi Gakko. Your most crucial role is that of a **Role Model**. The children will look up to you, learn from you, and feel that you have something to offer them.

Some requirements:

1. Your primary responsibility is to help your assigned supervisor in whatever way you can. If he/she doesn't give specific directions, you are expected to take initiative and/or ask how you can be of help.
2. Learn the rules/expectations that the teacher establishes, and be consistent with enforcing them with the students. This will help you to deal with discipline/behavior issues.
3. Observe daily routines.
4. Find or establish a time to talk with the teacher about your role in the classroom.
5. You and the daily parent volunteer are responsible for the orderly movement of your class to and from recess and lunch. In the afternoon block of "Specialty Classes" you will stay with your assigned class as they participate in the two scheduled activities that change daily.
6. Help monitor the afternoon snack period. Supervise recess and lunch break.
7. Stay with your class during the demonstration period. Gentle reminders, audience etiquette, sitting between disruptive students, etc.
8. Ensure children are properly signed out and picked up at the end of each day.
9. Use good judgment. There will be times when you will have to make decisions, especially when safety is an issue.
10. Be a positive role model. You and your actions will be a measure for your students to gauge their own standards.

We must emphasize that the number one priority is the **SAFETY** of the children.