

Bill for

EDITOR - KAPALAMA

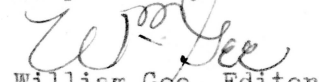
DUTIES AND RESPONSIBILITIES

1. Edit and publish weekly bulletin on Settlement activities, particularly those of the Boys' Recreation Department.
 - a. Assemble, assimilate, and interpret news at Palama or news of interest (directly and indirectly) to Palama.
 - b. Cut stencils for same
2. Publicity
 - a. Assemble, assimilate, and interpret Settlement activities, particularly those of the Boys' Recreation Department, to the public. This includes dispatching of write-ups to four local newspapers.
 - b. Present intelligently and convincingly to the contributing public, the outstanding features of Palama Settlement's service to the community through active membership in the Publicity Council of the United Welfare Fund.
 1. The Council meets at the YWCA once each month.
3. Promotion (contact-man between staff and membership)
 - a. Interpret departmental policies to membership - making for a closer and better understanding between workers and members by lessening dissatisfaction, suspicion, and indifference to the Settlement program.
 - b. Interest the school and community in the "new" Palama (1937 A.D.) through primary-group contacts.
4. Miscellaneous
 - a. Stand ready and able to "trouble-shoot" any job in the Boys' & Men's Department. This means: -
 1. Organizing and leading a club which will be a credit to the Settlement.
 2. Organizing and running any kind of athletic activity.
 3. Taking over clerical and secretarial duties
 4. Officiating
 5. Coaching
 6. Administ~~rating~~ating & Supervising
 7. Participation in athletics

MINIMUM QUALIFICATIONS

1. A sincere, undying loyalty toward Palama Settlement and the things for which it stands.
2. A better than average aptitude for journalism.
3. Willingness to work at all hours of the day and night in the interest of Palama Settlement.
4. Five years as member and employee of Palama Settlement.
5. One year of college with knowledge of principles of: -
 - a. Psychology
 - b. Sociology
 - c. Physical Education
6. Ability to "produce" in order to lead and be followed.
7. Sound background of Athletics - gained through participation and study.

Respectively submitted,


William Gee, Editor
Kapalama