

HIGH 5, INC.

EDUCATION · ATHLETICS · COMMUNITY

Job Title: High 5 Summer Camp Mentor

Department: Summer Camp

Position Summary:

Under the direct supervision of the High 5 Summer Camp Director, the Summer Camp Mentor is responsible for maintaining a safe and clean site, ensuring a high level of quality programming and working to establish and build strong, meaningful relationships with all program participants, their families and High 5 staff. The Summer Camp Mentor will exhibit positive role model qualities in all aspects of their interactions and will continually maintain and be an example of High 5's mission and core values under the philosophy of High 5's standards and expectations.

Duties and Responsibilities:

- Provide excellent service to all campers, families, and co-workers
- Create and maintain a welcoming, caring and professional environment for all
- Meet the physical, emotional and educational needs of the children in their care
- Work in a team environment, build and maintain healthy, cooperative relationships
- Communicate positively and effectively with the Summer Camp Director and all other team members
- Adhere to all policies and procedures both organizationally and departmentally
- Ensure that children are always respectful of High 5's facility and property
- Ensure all areas of the facility are always clean and sanitary
- Lead and facilitate games, activities, structure and excitement for all children throughout the day
- Counsel and educate children in a positive manner which contributes to mature and responsible behavior
- Complete all High 5 and governmentally required training in the required timeframe
- Implement the curriculum and follow the schedule provided daily
- Attend and participate in requested meetings with the Summer Camp Director

Qualifications:

- Excellent interpersonal and problem-solving skills
- Ability to connect with children and parents
- Desire to impact the lives of children
- Must be a minimum of 18 years of age per Child Licensing requirements
- Satisfactory Criminal Reference Check

Skills:

- Commitment to High 5's Mission and Core Values
- Highly motivated, enthusiastic, patient, responsible and committed to assisting the program achieve its highest level of performance and impact.
- First Aid, CPR and AED certified, provided by High 5
- 40 Hours of DFC and 15 Hours of School Readiness State Mandated Child Care Training
- Ability to communicate at a high level to both children and parents
- Ability to problem solve and critically think through daily situations

Expectations:

- Be accepting of ALL children, parents and staff without regard to race, creed, abilities, religion, socioeconomic status, or sexual orientation
- At all times, model, reinforce and abide by the High 5's core values, its policies and procedures
- Assist with the supervision and execution of the program
- Build positive, meaningful and caring relationships with parents, children and High 5 staff

- Attend all meetings pertinent to this position

- Wear appropriate staff shirt and clothing at all times
- Maintain and support all procedures that ensure the safety of children, parents and staff
- Oversee and participate in the cleaning and maintaining of facilities, equipment and all areas used
- Follow all scheduled activities
- Report to all scheduled shifts on time
- Be knowledgeable and adhere to all policies and procedures
- Clock in and out consistently and timely
- Keep all required certifications current (First Aid, CPR, AED, child licensing training)
- Perform additional tasks as needed or requested
- Assist in set up and break down activities on a daily basis
- Communicate any concerns to the Site Director

I have reviewed the above job description, and hereby attest that I can meet all requirements outlined. I also acknowledge that the above job description is not all encompassing and HIGH 5 reserves the right to change these duties at any time during my employment.

Employee Signature: _____ Date: _____