



**Position: Program Youth Counselor/Mentor**

**Location: Miami, FL**

**Job Category: Part-Time (Grant Funded)**

**Program Name: Break The Cycle Summer Program**

**Program Dates: Monday, June 27 - Friday, August 5, 2022**

**Contract Amount: \$22 - \$25 per hour**

**ABOUT BREAKING THE CYCLE:**

Because many of its causes are intimately tied with the youth, Break The Cycle, with the assistance of vital community partners, sought out to help mold the future of Miami-Dade County by pioneering a summer program, Break The Cycle: Improving Lives Building Futures, which is centered around a holistic view and approach to the introduction of the sport of cycling to at-risk youth, while providing a framework for vital life skills and mindfulness techniques, with the goal of “breaking” the catastrophic cycles of gun violence, low graduation rates, high unemployment, and teen pregnancy in the Black community.

**Position Summary:**

We are looking for enthusiastic and attentive program mentors to lead, support, and motivate participants as they enjoy and embrace all that the summer program has to offer. The program mentor will help plan events and lead group activities, monitor participants and respond to incidents, such as behavior problems or accidents, log events and maintain records relating to activities and operations, and discuss participants' concerns with program staff and parents. Mentors will instruct participants on the various aspects of the program philosophy and lesson

plans. The candidate should be positive, practical and caring while focusing on giving campers a fun, safe program experience. Program mentors should have prior experience working with youth.

To succeed as program mentors, you should be upbeat, decisive, and responsible. You should also be organized and possess strong leadership and organizational skills.

### **RESPONSIBILITIES:**

The specific duties and responsibilities of this position include, but are not limited to the following areas:

#### **Camp Counselor Responsibilities:**

- *Leadership and Fostering Positive Environment*
  - Lead and support participants as they participate in age-appropriate activities
  - Creates plans for daily activities - if needed
  - Monitor campers to ensure compliance with program rules and prevent accidents
- *Team Work*
  - Collaborate with other program staff members to plan and coordinate program events
- *Management, Safety, and Operations*
  - Provide safety and supervision to a group of children and ensure that activities are planned and followed. Maintain coordination with facility personnel for the safety and benefit of participants in the program. Ensure that safety rules and practices are followed as they relate to children and staff.
  - Supervise children and ensure their safety at all times including field trips.
  - Preserve the quality of supplies and materials. Report to Site Supervisor when supplies are needed or missing.
  - Support student dismissal activities to ensure safety
  - Document behavioral issues and/or incidents daily, as needed. Reporting and recording details of incidents, such as accidents or rule violations, to parents and program staff
  - Cleaning, maintaining, and ensuring proper use of program facilities and equipment
- *Monitoring Progress & Data Collection*
  - Conduct and maintain any necessary measurable tools to track children's progress and daily attendance.
  - Distribute, collect and monitor weekly compensation, goals, and activity logs from student
  - Support program data collection and quality assurance efforts
- *On-going Programmatic Staff Responsibilities*
  - Memorize all emergency procedures and support the enforcement of camp rules
  - Maintain a high level of professionalism with parents, facility personnel, staff, and program partners at all times.
  - Attend onboarding training, morning update meetings, and program orientation

- Performs other duties as assigned

**Camp Counselor Requirements:**

- High school diploma, GED, or equivalent
- 2+ years of experience working in camps, with children, or with specific activities may be preferred
- First aid, CPR, BLF, and additional training may be required or beneficial
- Physical ability to participate in activities, run, climb, swim, lift, or support the weight of children
- Know how to ride a bicycle
- Ability to pass a background check, a physical, and proof of immunizations
- High level of responsibility and accountability
- Dependable, Upbeat, engaging personality
- Excellent communication, interpersonal, and leadership skills

**Time Commitment:**

- June 2022 - August 2022
- Days: Monday - Friday; End of Program Event on Saturday, August 6, 2022
- Time: 7:00 am - 4:30 pm