

Spring Forward Learning Center Job Description

Title:	Summer Enrichment Educator
Reports to:	Campus Leader and Program Manager
FLSA:	Exempt
Pay:	\$18.00-\$20.00/hour; Rate determined by experience
Hours:	9:30-2:30 p.m. Monday through Friday
Program Dates:	M-F, June 12-July 21; Training—June 5-9 (Days/Times TBD)

Primary Function

Under the supervision of the Summer Program Manager, the SEP Educator is responsible for adding educational enrichment to pre-planned summer camp activities with a group of 15-20 elementary students. The main focus of the educator is to curb summer learning loss and help bridge students from one school year to the next through Leveled Literacy Interventions (LLI).

Key Roles (Essential Job Responsibilities)

Essential duties and responsibilities include the following. Other duties may be assigned.

1. Maintains a sincere interest in providing each child with a positive summer camp experience with a focus on providing a supportive learning environment for the child.
2. Plans and initiates daily activities, both active and passive, in areas such as: physical activity, healthy lifestyles, arts and other areas to build literacy in coordination with a summer camp counselor.
3. Develops plans for enhancing literacy skills through game play/interactive settings.
4. Executes at least three 30 minute sessions per week focused on literacy with small groups of children, using the Leveled Literacy Intervention (LLI) assessment tools.
5. Upholds a mentoring relationship with the SEP Paraprofessional (non-certified instructor) to give guidance for lesson planning and execution of lesson plans.
6. Follows and adheres to all safety policies and procedures.
7. Demonstrates a positive, courteous and enthusiastic attitude with the children, parents and camp personnel in day to day activities.
8. Assists in keeping the camp site neat and clean and all equipment and supplies in good order.
9. Participates in camp staff meetings and all training events.
10. Arrive to work on time and dressed in the proper attire.
11. Provide friendly and cordial service to our participants.
12. Resolve conflict and discipline issues in conjunction with camp counselors.

13. Work as a team with other camp counselors and educators to develop, share, and execute lesson plans according to weekly camp site themes.
14. Other duties will be assigned.

Skills/Knowledge Required

- Education and/or Experience
 - Four year degree and teaching certificate.
 - Preference given to individuals who have been in a classroom setting for 2+ years
- Certificates, Licenses, Registrations
 - CPR/AED for children
 - Bloodborne Pathogens
 - Mandatory Reporter Training
- Other Abilities
 - Competence on computer, including Microsoft Word and Excel Documents
 - Strong interpersonal skills
 - Ability to motivate youth and manage behavior problems
- Physical Demands
- Work Environment
 - Must be able to lift 25 pounds
 - Fast-paced, energetic, active environment