

Town of Preston, CT
Job Description

Job Title	Adaptive Program Counselor (Grades K-5)
Department	Parks & Recreation
Category	Seasonal
FSLA	Non-Exempt
Pay Grade	\$20.00 - \$21.00 per hour
Report to:	P&R Director & Summer Camp Directors
Supervises:	None

Position Summary/Purpose:

The Para-Professional Aide works with an individual camper or group of campers to address behavioral issues and/or special needs with the end goal of providing a better camp experience.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Provides leadership and direction, designs, implements, coordinates and evaluates a comprehensive behavior support program.
- Prior to the start of camp, may meet with parents and the P&R Director to identify a camper's special needs, and to review any existing 504 educational plans or testing.
- Prior to the start of camp, identifies a range of techniques and interventions to address a camper's special needs, for review by the P&R Director. Develops guidelines to help the Camp staff provide a positive experience for identified campers.
- The Para-Professional Aide works directly with identified students to adopt behaviors that substantially increase positive behaviors.
- Maintains a professional demeanor and attitude at all times
- Keeps accurate records on campers, emergencies, and behavior issues for all children for follow up and documentation when needed.
- Provides written reports of accidents or incidents in a timely manner
- Ensure that all children follow rules and policies on site
- Undertaking proper emergency procedures when necessary
- Performs other duties as assigned

Other Functions:

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development; keeping current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with some high school plus 2 years of experience working with children or past experience as a camp counselor, must be at least 20 years old; or any equivalent combination of education, training and work experience. Experience and college-level education regarding children with special needs strongly desired.

Special Requirements:

Must have and maintain: CPR & First Aid Certificate after training is complete

Knowledge, Ability and Skill:

- Must have demonstrated experience and knowledge working with “at risk” and/or “behaviorally challenged children”.
- Knowledge of developmental levels of children in grades K-5 required; familiarity with implementing 504 educational plans desired
- Solid observational skills and the ability to make behavioral assessments
- Skilled in crisis intervention with appropriate techniques; incident documentation skills
- Ability to remain patient and supportive with special needs campers.
- Must have creativity, enthusiasm, and limitless energy.
- Ability to read, rules and follow regulations for summer camp put in place by Town and State regulations
- Must be able to follow directions, schedules, be organized, and interact well with other counselors, supervisors, parents, and children.
- Strong confidence to lead campers
- Must be able to remain focused during all types of weather conditions (hot, humid, sunny, wet, rainy, etc.)
- Ability to play with campers
- Good judgement about when to deal with problems and when to bring to Directors
- Ability to keep track of campers in the building, on the playground or on field trips
- Ability to be flexible and adaptable to changing situations and children's needs

Job Environment:

Work is performed in moderately noisy school or playground or on the bus and on a field trip. The job involves recurring exposure to all types of weather conditions, various risks at different locations for camp programs such as blood or bodily products when using CPR or First aid.

Requires use of sports equipment, arts and craft equipment and first aid kit.

Makes frequent contact with parents, campers, bus drivers and camp and department director. Communication is frequently in person, by telephone, Contacts require confident presence and calm and supportive demeanor

Errors in judgment or omissions could result in injury to self and others and potential liability

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles		X		
Non weather related-extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-School, Playground, field Trips				X
Other-				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting		X		
Talking & Hearing				X
Using hands/fingers to handle/feel/type			X	
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
Smelling		X		
Bending, pulling, pushing		X		
Other-Driving	x			
Other-Playing with Campers			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)