

AARON'S ACRES
Job Description

TITLE: Counselor

CLASSIFICATION: Non-Exempt

REPORTS TO: Group Leader

SUPERVISES: None

DATE: December 10, 2012

Update: September 1, 2019

GENERAL SUMMARY

The Counselor will have an extremely active role in the school year and camp programs. The responsibilities will include but are not limited to supporting and assisting participants in his/her assigned group with primary focus being placed on the individual with whom he/she is assigned. The counselor will attend all required meetings and assist the group leader in monitoring each child's goals during program.

ESSENTIAL FUNCTIONS

- Encourage and motivate each child to participate as much as possible in the various activities at program (and encouraging as much independence as possible)
- Ensure that children within group are safe at all times by providing ongoing supervision to children within group
- Responsible along with other staff within group to help in planning for the summer programs
- Provide appropriate feedback to group leader in order to monitor the goals and outcomes of the children during the program sessions
- Follow all policies and procedures set forth by Aaron's Acres administrative staff including safety procedures for participants, volunteers and staff
- Attend all required staff meetings

NOTE: The list of essential functions is not exhaustive and can be supplemented.

JOB SPECIFICATIONS

Preferred Qualifications:

- Undergraduate students studying social work, special education, music therapy, occupational therapy, speech therapy, psychology or other related field
- Required child clearances must be provided prior to start of session

Preferred Skills:

- Demonstrates ability to interact professionally with parents and staff, providing information, support and guidance as needed
- Good written and oral communication skills
- Excellent organizational skills
- Flexibility and ability to multi task
- Demonstration of positive attitude and willingness to participate with child in all activities
- Good interpersonal skills to work collaboratively in a team environment
- Passion for working with children who have developmental disabilities

PHYSICAL DEMANDS

Vision – must be able to see well enough to read policies, train/supervise subordinates, and supervise children in program

Communication – excellent written and oral communication required for supervising staff, interacting with children and their parents, documenting program issues and results

Hearing – must be able to communicate with staff and children; must be able to hear a child’s call or sounds of distress

Running – must be capable of running after a child if necessary

Lifting – must be able to lift small child without assistance

Lifting up to 150-175 lbs – with assistance of another staff member, must be able to transfer a child from wheelchair to pool lift or bean bag chair; also transfer child onto a horse.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

ACKNOWLEDGEMENT

Employee Signature

Date

Supervisor’s Signature

Date