

AARON'S ACRES
Job Description

TITLE: Group Leader

CLASSIFICATION: Exempt

REPORTS TO: Site Supervisor

SUPERVISES: Counselors, Buddies

DATE: December 10, 2012

Update: September 1, 2019

GENERAL SUMMARY

The Group Leader will have an extremely active role in the school year and camp programs. The responsibilities will include but are not limited to leading the group of staff members and participants in assigned group, attending all required meetings, monitoring individual goals for each participant and appropriately communicating with families as well as staff as needed.

ESSENTIAL FUNCTIONS

- Supervise and support several counselors and buddies within his/her assigned group
- Supervise and assist participants assigned to group
- Motivate and encourage the group members and staff as they participate in all activities
- Oversee the small group at all times while reinforcing the daily schedule for the participants
- Responsible along with her/his staff to help in planning for the summer programs
- Manage and 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:

- Degree in special education, social work, psychology, occupational, physical or speech therapy or other related field with a focus on children with developmental disabilities
- Minimum 2 years' experience in working with children who have developmental disabilities
- 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 and make decisions in a fast paced environment
- Leadership skills to manage and supervise staff in a supportive manner
- Excellent interpersonal skills to work collaboratively in a team environment and balance the needs of participants and staff
- 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