

VILLAGE OF PLEASANT PRAIRIE

Job Description



Division/Department:	Therapeutic Recreation		
Location:	LakeView RecPlex		
Job Title:	Discovery Day Camp Counselor		
Reports to:	Therapeutic Recreation Director; Programs Director	Salary:	\$8.50/hour
Type of position:	<input type="checkbox"/> Full-time <input type="checkbox"/> Regular Part-time <input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

JOB SUMMARY

The purpose of this position is to oversee the Discovery Program for children with disabilities at the LakeView RecPlex. Employees in this classification perform direct and supervisory level work. Position is responsible for directing children with special needs and maintaining safe operations of the Discovery Program and facilities. Performs related work as required. The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position. The primary responsibilities of this position are, but not limited to: provide alert and active supervision and care of children utilizing the Discovery Program & Village of Pleasant Prairie recreational activities; ensure the safety of all those in the program; provide necessary daily care needs; provide age-appropriate activities for program participants; politely but firmly enforce all pool rules and policies in order to prevent accidents or emergency situations and ensure the safety of all children; develop rapport with children of all ages and interests.

CORE JOB RESPONSIBILITIES

1. Discovery Program Counselors are responsible for the safety and health of all children.
2. Alertly and actively supervise the Children and facilities and give them undivided attention.
3. Assist Children and parents with questions or problems.
4. Enforce all Program rules and policies, fairly and consistently.
5. Immediately intervene in any emergency situation or potentially hazardous situation.
6. Be fully comfortable with using any of the Village of Pleasant Prairie's rescue or safety equipment.
7. Perform appropriate first aid and emergency care when an accident occurs.
8. Be familiar with the programming schedule on a daily basis.
9. Contact the Program Director, Therapeutic Recreation Director, or Manager on Duty if there is a problem you are not qualified to handle alone.
10. Keep the program area neat and clean; ensure there are clear walkways.
11. Complete daily cleaning checklists.
12. Participate in ongoing training provided by the Village of Pleasant Prairie.
13. Continually practice CPR and First Aid for the basic rescuer.
14. Perform other responsibilities as assigned.
15. Keep accurate and detailed records of maintenance and accident/incident reports.
16. Work and communicate favorably, enthusiastically and effectively with supervisors and co-workers to achieve all department and Village goals.
17. Read the Communication Log Book each and every day you work. This will relay new information, policies and procedures for all of the Discovery Program staff.
18. Must not have any prior criminal convictions relating to sexual assault or abuse, or any convictions related to contributing to the delinquency of a minor, or if the employee is a minor any convictions for the illegal use of alcohol or drugs.
19. Respond to all accidents and incidents immediately and in a professional manner.
20. Know, enforce and follow all Discovery Program and facility rules, be fair, firm and consistent.
21. Alert the Discovery Program Director when the recommended staff to children levels is not being maintained.
22. BE ALERT at all times.
23. Enforce all Discovery Program rules and regulations while being polite, fair, firm and consistent.
24. Position yourself in a place to properly observe all areas of responsibility.
25. Discovery Program Counselors are not to talk or visit with friends while on duty.
26. Conversations with other Counselors should be limited to Discovery Program related topics and kept to a minimum.
27. No reading, eating, chewing gum or tobacco products are allowed.
28. All drinks, except water, must be in a closed, opaque, plastic container.
29. Pick-up trash, empty drink containers, unused toys and camp equipment, etc.
30. Cleaning and maintenance tasks are required of all Discovery Program Counselors. The Discovery Program area should be sparkling!
31. All washable and valuable lost and found items are to be taken to the Guest Services Desk at the end of the day. NOTHING is to be taken home and is not for personal use.
32. Taking of lost and found items is stealing and you will be terminated.
33. Other duties may be assigned by the Therapeutic Recreation Director.

EDUCATION/CERTIFICATION REQUIREMENTS

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| <ul style="list-style-type: none"> • Must be at least 18 years of age for Counselors. • Knowledge of Professional Rescuer CPR and First Aid techniques. • Ability to obtain and maintain Standard First Aid, CPR and AED certification. | <ul style="list-style-type: none"> • Must be actively pursuing degree in special education and/or therapeutic recreation or related field. • Previous experience with children with special needs is preferred. |
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JOB REQUIREMENTS/WORK ENVIRONMENT

- Uniform will be worn at all times while on duty.
- All uniforms will be clean and in good condition (no holes).
- No visible body piercings or tattoos.
- Must wear rubber soled shoes, no sandals.
- Work directly involves working with children with all forms of disabilities and special needs. Work includes the personal care needs of children, including but not limited to feeding, toileting, dressing, and the anticipation of safety needs. Work is performed in an indoor and outdoor facility environment with exposure to warm temperatures and heavy humidity, slippery surfaces, water and pool chemicals. The work requires long periods of attentiveness, swimming, jumping, diving, standing, sitting, pulling, pushing, reaching, carrying, cleaning, visual monitoring, verbal and written communication, hearing, moving about pool area and outdoors, moderate lifting (15-50 lbs), heavy public contact and exposure to stressful and emergency situations.
- Must be able to work Monday thru Friday, 6:00am – 9:30am and/or 1:30pm – 6:30pm. Hours will be set by the Therapeutic Recreation Director and may vary with some evening and weekend work required.

VILLAGE OF PLEASANT PRAIRIE IS AN EQUAL OPPORTUNITY EMPLOYER