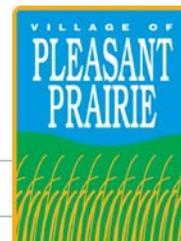


VILLAGE OF PLEASANT PRAIRIE

Job Description



Division/Department: Therapeutic Division/Recreation Department

Location: RecPlex, 9900 Terwall Terrace, Pleasant Prairie, WI 53158

Job Title: **DISCOVERY PROGRAM COUNSELOR**

Reports to: Therapeutic Recreation Director

Salary: \$10.00 – \$12.50/hour

Type of position: Full-time Part-time Seasonal Intern Exempt Nonexempt

JOB SUMMARY

Under the direct supervision of the Therapeutic Recreation Director, the primary purpose of this position is to provide outstanding service through warm interactions by overseeing the Discovery Program for children and/or adults with disabilities at the RecPlex. Employees in this classification perform direct and supervisory level work. The position is responsible for directing children and/or adults with special needs and maintaining safe operations of the Discovery Program and facilities. The primary responsibilities of this position are, but not limited to: provide alert and active supervision and care of children utilizing the Discovery Program and the 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 and/or adults; develop rapport with children of all ages and interests.

CORE JOB RESPONSIBILITIES

1. Alertly and actively supervise children and/or adults and give them undivided attention.
2. Assist children and/or adults as well as their parents with questions or concerns.
3. Enforce all Program rules and policies, fairly and consistently.
4. Immediately intervene in any emergency situation or potentially hazardous situation.
5. Be fully comfortable with using any of the Village of Pleasant Prairie's rescue or safety equipment.
6. Be familiar with the programming schedule on a daily basis.
7. Contact the Therapeutic Recreation Director, Programs Director, or Manager on Duty if there is a problem you are not qualified to handle.
8. Keep the program area neat and clean; ensure there are clear walkways.
9. Complete daily cleaning checklists.
10. Participate in ongoing training provided by the Village of Pleasant Prairie.
11. Continually practice CPR and First Aid for the basic rescuer.
12. Keep accurate and detailed records of maintenance and accident/incident reports.
13. Perform related work and special projects as assigned.
14. Work and communicate favorably, enthusiastically and effectively with supervisors and co-workers to achieve all department and Village goals.
15. 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.
16. Must remain a resident of Kenosha County.
17. 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.
18. Alert the Therapeutic Recreation Director when the recommended staff to children and/or adult ratio is not being maintained.
19. BE ALERT at all times.
20. Position yourself in a place to properly observe all areas of responsibility.
21. Discovery Program Counselors are not to talk or visit with friends while on duty, this include NO CELL PHONE USAGE.
22. Conversations with other Counselors should be limited to Discovery Program related topics and kept to a minimum.
23. No reading, eating, chewing gum or tobacco products are allowed.
24. All drinks, except water, must be in a closed, opaque, plastic container.
25. Cleaning and maintenance tasks are required of all Discovery Program Counselors. The Discovery Program area should be sparkling!
26. 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.
27. Other duties as assigned.

EDUCATION/CERTIFICATION REQUIREMENTS

- Previous experience with children with special needs is preferred.
- Must be at least 18 years of age for Counselors.
- Must be actively pursuing degree in special education and/or therapeutic recreation or related field.
- Current Standard First Aid, CPR and AED certification.

JOB REQUIREMENTS/WORK ENVIRONMENT

- 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.
- 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.
- 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