



The City Beautiful

City of Coral Gables Job Description

Job Title:	Special Populations Counselor	Prepared Date:	11/07
Department:	Parks and Recreation	Approved By:	
Classification:	8810-Part Time	Approved By:	
Pay grade:	\$19.10-\$26.16		
FLSA:	Non-Exempt		

Summary

Assume full responsibility for and supervision of 1-3 campers with behavioral, developmental, physical and/or mental challenges. Prepare daily for each camper by thoroughly understanding and consistently adhering to the Individual Educational/Behavior Plan as directed by the parents, educators, specialists and/or professional consultants.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Provides one-on-one supervision and instruction to assigned camper(s) in a recreational setting and in recreational activities. Participate in all activities with camper(s). Encourage and facilitate camper's participation in all activities by implementing appropriate strategies. Implement behavior management strategies according to guidelines directed by parents, educators, specialists and/or professional consultants.

Assists and supervises camper(s) in all aspects of self-care. Monitors and reports any health or medical concerns, behavioral challenges and disciplinary actions taken.

Becomes familiar with and implements general camp and after school policies procedures and philosophy as directed by the City of Coral Gables Parks and Recreation Department. Attend and participate in staff meetings when required. Keep supervisory staff informed of any situation. Prepare written reports as required. Maintain cleanliness of all camp areas being utilized.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

College Graduate with a degree in Special Education, Psychology, Therapeutic Recreation or a related field. Experience in working with individuals with behavioral, developmental, mental or physical challenges. Considerable knowledge of and experience in handling the challenges inherent within the area of assignment.

Ability to understand and follow oral and written instructions. Ability to keep records and prepare reports. Ability to resolve disciplinary problems. Ability to establish and maintain effective working relationships with the general public, co-workers, parents, campers and supervisors.

Physical Requirements

Work is performed both indoors and outdoors. Exposure to extreme temperatures, extreme sunlight, noise, heights, dirt, dust and potentially hazardous chemicals are common. Work may be performed on uneven surfaces.

While performing the essential functions of this position, the employee must be able to lift, carry and or push articles weighing up to 50 lbs.

The employee is frequently required to stoop, bend, kneel, crouch, stand, walk, sit and reach with hands and arms. Must have use of hands to finger, handle or feel and/or operate objects, tools or controls.

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English.

Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Graduate from a four year college or university with a major in Special Education, Psychology, Therapeutic Recreation or related field.

Minimum of 1 year experience working with special needs clients in the area of assignment.

CPR/First Aide/AED Certification must be obtained within thirty (30) days of hire.

A comparable amount of training, education and/or experience may be substituted for the minimum education requirement.

Additional Requirements

Must be able to pass the City of Coral Gables driving test.

Criminal background check