



# Northern Will County Special Recreation Association

**JOB TITLE: Program Team Member**

**CLASSIFICATION: Part Time**

**JOB SUMMARY:** Under the supervision of an NWCSRA Manager, Coordinator and/or Specialist, responsible to plan, organize, lead, participate in and supervise activities for individuals with special needs in recreation programs in a safe environment. This is a part-time position.

## **QUALIFICATIONS:**

- Must be at least 16 years of age
- Experience or desire to work with individuals with disabilities
- Must be able to perform the duties and responsibilities independently of others
- Must have transportation to and from program sites
- Must support the mission, vision and values of the agency
- Certification in First Aid/CPR or willingness to obtain within 6 months
- Certification in CPI or willingness to obtain within 6 months

## **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to display a positive attitude and appropriately interact with individuals with disabilities
- Ability to make accommodations for individuals with disabilities of various ages
- Ability to be dependable, flexible and punctual in all programs
- Willingness to learn and grow in providing recreation opportunities for individuals with disabilities

## **DUTIES AND RESPONSIBILITIES:**

- Uphold and emulate the mission, vision and values of NWCSRA
- Lead/assist/plan recreation activities for individuals with special needs in a variety of community-based programs
- Actively participate in program activities
- Supervise participants with disabilities at all times. This may include behavior management, personal care and assisting in daily living skills (feeding, toileting, clothing) and activity accommodations as needed
- Assist individuals in wheelchairs, including lifting, transferring and pushing
- Assist in wheelchair lift and tie downs on NWCSRA vehicle
- Drive 15 passenger vehicle with or without wheelchair lift (must be 21 years of age to drive passengers)
- Communicate and work effectively with participants, parents, NWCSRA staff, member park district staff and community contacts
- Enforce rules and regulations with participants
- Complete necessary paperwork as required including but not limited to payroll timesheets, accident/incident reports, behavior reports, program summaries, and safety checklists
- Assist with general cleanup of the facility
- Report any problems or concerns to the Full Time Staff Member responsible for the program or the Staff Development and Outreach Manager
- Attend meetings, orientations and training sessions as scheduled
- Abide by the Policies and Procedures set forth in all NWCSRA manuals
- Arrive a minimum of 15 minutes before the start of the program

- Assists in maintaining/inventorying program supplies and equipment for specific program.
- Act as a substitute staff when needed by the agency
- Assist with emergency procedures.
- Be a mandated reporter for the “Abuse and Neglected Child Reporting Act”.
- Perform other duties and responsibilities as assigned

**PHYSICAL REQUIREMENTS:**

Talking/Hearing: to communicate with staff and participants

Sitting: to position a participant

Reaching: to retrieve supplies or participant

Pulling: to open doors and drawers

Pushing: to close doors and drawers

Stooping: to retrieve supplies from lower levels

Crouching: to retrieve supplies from lower levels

Seeing: to obtain information from written materials

Holding: to immobilize participant during behavior outbreaks

Lifting: to move equipment and supplies, to set up and take down activities, to transfer participants; up to 40 pounds over 40 pounds requires a two person or mechanical assistance

**COGNITIVE CONSIDERATIONS:**

Must have the ability to read, write and organize materials. Must have the ability to develop and administer a simple budget. Must be able to relate to other people in a professional manner. Must exhibit good safety awareness and judgment.

**ENVIRONMENTAL CONSIDERATIONS:**

May be exposed to all types of weather conditions.

**FSLA STATUS:**

This is a part-time hourly position.

**HOURS:**

Hours will vary by evening, weekends and days. Schedule set by the Staff Development and Outreach Manager