



Northern Will County Special Recreation Association

JOB TITLE: Program Staff

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 including but not limited to the Part Time Staff Manual, the NWCSRA Job Specific Manual and the Safety Manual.
- 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