

Recreation Program Staff

Reports to: Recreational REACH Program Site Director, Executive Director
Hours: Minimum of 20 hours a week
Duties: These duties should take up approximately 80% of this position. The other 20% of duties will be unexpected additions to the job description based on the needs of the Executive Director.

Position Summary

The Recreation Program staff are responsible for supervising, nurturing, educating, and caring for individuals enrolled in the Johnny Stallings Recreational REACH Program from school aged to adult hood, understanding that some, if not all, of these individuals have some form of a disability. Welcome individual each day, provides snacks, implements activities developed by the program site director, assist with toileting, ensure safety of all individuals enrolled in program, and ensures individuals behave well when in contact with other individuals. As a part-time hourly employee, the Recreation Program Staff shall exercise discretion and independent judgment.

1. Character and Personal Growth Attributes

- Show a respect for others (making sure to use people first language), commitment to quality, integrity, and self-motivation as well as have a positive attitude.
- Relationally, must show an ability to work well with others, resolve conflicts and be trustworthy.
- Be an aggressive learner, who is consistently trying to grow both in knowledge and in your competencies.
- Contribute to and model the values and mission of the RRV DSS and REACH Center.
- Be an advocate for individuals with ALL types of disabilities.

Job Duties

1. Maintain a safe play environment.
2. Observe and monitor children's play activities.
3. Nurture and care for individuals enrolled in the program.
4. Communicate with client's parents or guardians about daily activities, behaviors, and related issues.
5. Provide proper care for all individuals enrolled in the program with disabilities
6. Sanitize all furniture and play equipment.
7. Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
8. Identify signs of emotional or developmental problems in attendees and bring them to parents' or guardians' attention.

9. Identify signs of neglect or abuse in attendees and report these to the proper authorities.
10. Perform good hand-washing techniques for disease and infection control.
11. Assist in preparing snacks for attendees.
12. Help children with homework and school work (when applicable)
13. Perform general administrative tasks, such as taking attendance, maintaining paperwork, and making phone calls as needed.
14. Perform housekeeping duties, such as cleaning, dish washing, emptying trash, maintaining floors.
15. Organize equipment and materials to ensure order in activity areas.
16. Communicate with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Other Duties

1. Inform Program Site Director regarding all aspects of all needs, problems, accomplishments, and any internal or external factors that impact the program or activities
2. Attend staff meetings, conferences, and training as assigned.
3. Model appropriate ethical, professional and human relationship skills and behavior
4. Comply with established health, safety, and confidentiality procedures.
5. Represent RRVDSS and the REACH Center in a professional, articulate and persuasive manner before groups and individuals whose contacts and/or abilities have the potential to benefit the mission.
6. Adhere to and promote standards of professional behavior that support an effective working environment at the REACH Center including:
 - a. Respect for others
 - b. Commitment to quality
 - c. Responsibility
 - d. Personal integrity
 - e. Ability to motivate themselves and others
 - f. Ability to solve problems in a professional manner
 - g. Honor
 - h. Reputation
 - i. Trustworthiness/Honesty
 - j. Positive Attitude
7. Other responsibilities as assigned by the Program Site Director

QUALIFICATIONS:

1. High School degree or GED equivalent
2. Must be at least 18 years of age
3. Previous related experience preferred, but not required; including but not limited to child care, cpr/first aid. etc.
4. Must be able to work 5 days a week from 2:00 p.m. until 6:00 p.m.
5. A background in education and/or college course in recreation, education (either completed or in progress) are preferred but not required.
6. Other training may be required after employment begins.
7. Previous experience working with individuals with disabilities preferred but not required.