

JOB DESCRIPTION

POSITION TITLE: **Program Leader**

ACCOUNTABILITY: **Recreation Coordinator**

RESPONSIBILITIES: Under the supervision of the Recreation Coordinator, the Part Time Leader is responsible for leading and facilitating recreation programs for individuals with disabilities.

QUALIFICATIONS:

1. Must be over the age of 18 if a non-driving leader or the age of 21 with a valid driver's license to lead programs.
2. Must have experience working with individuals with disabilities.
3. Must have strong leadership skills.

DUTIES: (Essential Functions)

1. To facilitate recreation programs for SRACLCL participants.
2. To lead and supervise program participants, activities, and part time staff.
3. To arrive at the program location at least 20 minutes before the program is scheduled to begin and be able to stay after the program for clean up and until all participants are picked up.
4. Keep the Recreation Coordinator informed of any progress, problems, concerns, and suggestions you may have.
5. Evaluate the programs as assigned.
6. To adhere to all SRACLCL policies and procedures.
7. To assist participants in active involvement of planned events.
8. Be aware of where participants are at all times.
9. Notify the Staff Coordinator of any illness or injury which conflicts with your program assignments. The on-call phone number is available in the event that illness or injury effects a weekend or after hours program(s).
10. To ensure the safe participation of all individuals.
11. To assist with feeding and toileting of participants, if required.
12. Any other duties assigned by the Recreation Manager.
13. Participate in SRACLCL's Risk Management and Safety programs.

Salary: \$12.00 per hour

Hours: Evenings and Weekends, Varies

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POSITION TITLE: **Active Adult Leader**

ACCOUNTABILITY: **Active Adult Coordinator/Recreation Coordinator**

RESPONSIBILITIES: Under the direct supervision of the Active Adult Coordinator, the Active Adult Leader is responsible for providing appropriate supervision of Active Adult support staff, participants, and overseeing the day to day operations of Active Adult.

QUALIFICATIONS:

4. Must be over the age of 21, with a valid driver's license and clean record.
5. Must have experience working with individuals with disabilities.
6. Must have strong leadership skills.

DUTIES:(Essential Functions)

1. Attend orientation prior to the start of Active Adult.
2. Responsible for specific participant orientation for all support staff. Review participant's annual information forms with all staff (disability, allergies, medications, seizures, and behaviors).
3. Supervise the day-to-day operation of the Active Adult program.
4. To maintain daily attendance records for participants and staff.
5. To make certain all groups are staffed adequately on a daily basis.
6. To make certain visited facilities and equipment are safe and free from hazards.
7. Bring proposals to regroup participants to the Coordinator.
8. Provide for the safety of all participants.
9. Complete and return accident reports to the SRACLC office within 24 hours.
10. Keep all participants' medication in a secure place.
11. Dispense all medication at the designated time.
12. Record number of hours per staff and complete timesheets daily. Turn in timesheets every week to Coordinator.
13. Responsible for general supervision of staff.
14. Assist participants in the pool on all swim days.
15. Supervise participants in locker rooms for dressing needs and in the bathroom if needed.
16. Responsible for attending team activity-planning meetings each month with coordinator. Offer ideas and assist in preparing activity plans when help is needed.
17. Collect and review all weekly activity plans prepared by Coordinator on a weekly basis.
18. Be flexible in the implementation of your programs. There may be times when you might deviate from the scheduled activity in order to meet the needs of your group.
19. Manage all staff disciplinary problems in a private manner and report all serious incidents to the Coordinator.
20. Report severe disciplinary problems pertaining to support staff to the Coordinator. Enforce Active Adult discipline guidelines and discipline procedures. Coordinator will make follow-up phone calls to the participant's parents or guardian to communicate concerns during that day.
21. Responsible for all communication to parents.
22. Attend staff meetings at least one time per month.
23. Motivate staff and remain enthusiastic throughout the duration of the season.
24. Maintain all money, receipts, and records for Active Adult funds per week. Turn money and receipt into Coordinator each week.
25. Responsible for leaving the Active Adult site and areas visited clean and organized at the end of

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each day.

26. Ability to drive transportation routes four days per week.
27. Maintain a safe and secure Active Adult environment and experience for participants and staff.
28. Complete staff evaluations and review with the Coordinator prior to reviewing with staff.
29. Complete final Active Adult evaluation and turn into Coordinator after Active Adult is finished.

Salary: \$13.25 per hour

Hours: Monday-Friday during Active Adult Season, 22-28 hours per week

JOB DESCRIPTION

POSITION TITLE: **Support Staff/Inclusion Aid**

ACCOUNTABILITY: **Recreation Coordinator/Program Leader**

RESPONSIBILITIES: Under the supervision of the Recreation Coordinator, the Part Time Support Staff is responsible for assisting program leaders and participants at recreation programs for individuals with disabilities.

QUALIFICATIONS:

1. Must be over the age of 14, and able to get a work permit if needed.
2. Must have strong desire to work with individuals with disabilities.

DUTIES: (Essential Functions)

1. To assist in the set up, clean up, and organization of SRACLCL programs.
2. To assist the Program Leader in leading and supervising program participants and activities.
3. To arrive at the program location at least 15 minutes before the program is scheduled to begin and be able to stay after the program for clean up and until all participants are picked up.
4. Keep the Program Leader and Staff Coordinator informed of any progress, problems, concerns, and suggestions you may have.
5. Assist the Program Leader in evaluating the programs to which you are assigned.
6. To adhere to all SRACLCL policies and procedures.
7. To assist participants in active involvement of planned events.
8. Be aware of where participants are at all times.
9. Notify the Staff Coordinator of any illness or injury which conflicts with your program assignments. The on-call phone number is available in the event that illness or injury effects a weekend or after hours program(s).
10. To ensure the safe participation of all individuals.
11. To assist with feeding and toileting of participants, if required.
12. Any other duties assigned by the Recreation Coordinator and/or Program Leader.
13. Participate in SRACLCL's Risk Management and Safety programs.

Salary: \$8.25-\$10.00 per hour

Hours: Daytime hours, Evenings, and Weekends, 10-20 hours per week