



**Western DuPage Special Recreation Association
Job Description**

TITLE: PART TIME SEASONAL STAFF

FUNCTION: Responsible for program implementation, supervision and safety of WDSRA participants.

SUPERVISION: Directly responsible to the Support Services Manager, Support Services Coordinator and Inclusion Manager. Act and operate as a team, reporting to the Full Time Recreation Staff and Part Time Head Instructor assigned to each individual program.

JOB PURPOSE:

To participate in WDSRA's overall purpose of providing quality leisure opportunities for individuals with special needs through direct leadership, program planning and other related tasks. To adhere to the agency Mission of *"The Development of Individuals Through Recreation"*.

QUALIFICATIONS:

- Must be sixteen years of age or older and be able to perform the Duties and Essential Job Functions independently of others.
- Ability to work effectively with participants, co-workers, teachers, park district staff, and other community members.
- Must display an overall enthusiasm for programs and a genuine interest to learn about working with people who have special needs.
- Be able to show an interest and ability to plan and implement meaningful, safe activities for various ages and various disabilities.
- Must demonstrate dependability, integrity, punctuality and flexibility.

DUTIES:

- Lead/assist individuals with disabilities in a variety of activity areas through various recreation programs.
- Arrive at least 15 minutes before the start of program.
- Make a commitment to the program by attending and being on time for all programs assigned. Exceptions made only under extreme circumstances AND at the approval of the Manager of Support Services.
- Communicate with, and contribute ideas to co-staff, demonstrating open mindedness, creativity and enthusiasm.
- Attend all Orientations, meetings and in-services as required by WDSRA.
- Record and report hours worked to WDSRA each pay period.
- Communicate all accidents/incidents to the Part Time Head instructor, Manager/Coordinator of Support Services or Inclusion and Full Time Program Coordinator.

WDSRA JOB DESCRIPTION PART TIME SEASONAL STAFF, cont'd

DUTIES

In WDSRA programs:

- Be responsible for the safety and participation of a group of participants by becoming actively involved with the participants in the program.

In Inclusion Programs:

- Assist participant to include themselves in the program while also acting as an overall staff for the program. Help keep the participant focused and on task. Give them redirection where needed. Encourage interactions and socialization with other children in the program.
- Actively train other park district staff to include the participant in the program.
- Act as an advocate for the participant; provide disability awareness information to other staff and participants. Emphasize the individual's abilities.
- Communicate any challenges or difficulties in the program to the Inclusion Manager or Inclusion Coordinator.

ESSENTIAL JOB FUNCTIONS:

- Active participation in programs, which may include swimming, sports or other action based activities.
- Supervision of individuals with disabilities, including behavior management, personal care and assisting with daily living skills (i.e. feeding, toileting, clothing assistance).
- Assisting individuals who are wheelchair bound--including lifting and transferring from chair-to-seat and pushing people in wheelchairs. Assist with the wheelchair lift operation and wheelchair tie-downs in WDSRA vehicles.
- Paperwork- Preparing reports, evaluations and other written duties.
- Lifting and gathering materials for programs and events (up to 50 lbs.).
- Performing work indoors and outdoors.
- Performing all job tasks within the guidelines of Agency's safety program.
- Access to use of home phone to regularly communicate with co-workers, supervisors and outside visitors.