



Kishwaukee Special Recreation Association Program Assistant Position Description

JOB IDENTIFICATION:

JOB TITLE:

Program Assistant

DEPARTMENT:

Special Recreation

HOURLY:

This position receives an hourly rate of pay and is assigned to work less than 1,000 hours from the employees start date to the employee's anniversary date and less than 25 hours a week.

SALARY/SALARY RANGE:

NA

FLSA:

Non Exempt

BENEFITS:

NA

SUPERVISORY RELATIONSHIPS:

DIRECTLY REPORTS TO:

Program Supervisor

RESPONSIBLE FOR DIRECTLY SUPERVISING:

Support staff and participants attending activity.

JOB PURPOSE:

To assist in the planning and implementation of KSRA's seasonal recreation programs for people with disabilities & assisting participants in structured, fun and safe activities.

POSITION QUALIFICATIONS:

1. Possess KSRA values.
2. Experience with children and/or adults with disabilities in community recreation or education field.

3. Ability to problem solve.
4. Ability to work effectively with participants, parents, KSRA staff and facility/member district staff.
5. Demonstrate enthusiasm and empathy towards people.
6. Demonstrate dependability, promptness and punctuality.
7. Successful completion of a criminal background check.
8. Must be able to transport self to and from designated program locations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Demonstrate professional attitude and quality customer service towards participants, parents, staff and general public as a representative of KSRA.
2. Participate in the on-site organization of all activities assigned by the Program Supervisor.
3. Assist with supplies and equipment, where needed. Take initiative to help Program Supervisor set-up and greet parents and participants.
4. Arrive at program site 15 minutes before scheduled activity and be prepared to stay after program for clean-up and parent pick up.
5. Communicate regularly with KSRA Program Supervisor regarding any program related concerns.
6. Oversee supervision of participants, instruction of program activity and provide individual care and behavior management as needed.
7. Notify Program Supervisor immediately of any illness or injury that conflicts with program responsibilities and/or attendance.
8. Adhere to all KSRA guidelines for employment including policies, procedures, health and safety.
9. Attend annual Orientation and confirm with the KSRA Program Supervisor one week prior to start of program season for each program you are assigned.
10. Perform related duties as required.

COMPETENCIES:

COLLABORATION:

Promotes and supports work teams and groups.

RELIABILITY:

Performs responsibilities dependably and accurately, fulfills promised actions.

RESPONSIVENESS:

Focuses on the participant, willingly helps others and provides prompt service.

ASSURANCE:

Conveys trust and inspires confidence.

EMPATHY:

Deals with individuals, appreciates their differences, handles emotions and shows compassion for others.

SELF CONFIDENCE:

Recognizes the contributions of others and is conscious of own ability.

INTIATIVE:

Begins and follows through energetically with plans and tasks.

COMMUNICATION:

Shares information, listens to what others are saying.

ADAPTABILITY:

Makes decisions and solves complex problems.

PHYSICAL DEMANDS:**PHYSICAL EFFORT:**

Program Assistant must, with or without reasonable accommodations, be able to perform the following functions:

1. Gather, load, transport and set-up equipment and supplies for activities.
2. Supervise individuals, including at times the use of physical restraints.
3. Physically assist individuals in wheelchairs by pushing, pulling or providing stabilization on unknown terrain.
4. Physically transfer individuals from wheelchair to chair, into and out of vehicles, from pool deck into pool, in washroom facilities, etc.
5. Active participation in programs.

WORKING CONDITIONS:

The employee may be exposed to outdoor elements. These conditions include lightning and temperature.