



# Kishwaukee Special Recreation Association General Programs Volunteer Position Description

## **JOB IDENTIFICATION:**

### **JOB TITLE:**

Volunteer

### **DEPARTMENT:**

Special Recreation

### **HOURLY:**

NA

### **SALARY/SALARY RANGE:**

NA

### **FLSA:**

Non Exempt

### **BENEFITS:**

NA

## **SUPERVISORY RELATIONSHIPS:**

### **DIRECTLY REPORTS TO:**

Program Supervisor.

### **RESPONSIBLE FOR DIRECTLY SUPERVISING:**

NA

## **JOB PURPOSE:**

To assist the Group Leader with assigned duties during general programs and special events

## **POSITION QUALIFICATIONS:**

1. Must at least 16 years old.
2. Have an interest and commitment in working with individuals with disabilities.
3. Must have a basic knowledge and understanding of recreation programming for individuals with disabilities.

4. Must demonstrate an ability to work effectively with KSRA staff and individuals who have a disability.
5. Must be highly motivated and enthusiastic in order to provide a quality experience for those participating in the programs.
6. Must demonstrate dependability, promptness and punctuality.
7. Be a team player, promoting group cohesiveness.
8. Be safety conscious.
9. Ability to engage in activities requiring physical exertion. Ability to perform required duties under stressful situations.

**ESSENTIAL DUTIES & CONDUCT:**

1. Attend orientation prior to the start of KSRA activities.
2. Arrive at activity 15 minutes prior to starting and remain until activity is finished as determined by the Program Supervisor.
3. Assist KSRA staff in providing a safe, fun and exciting experience for the participants.
4. Be good role models for the participants.
5. Honesty.
6. Capably perform assigned tasks in an efficient and prompt manner.
7. Carefully following supervisors' job instructions.
8. Wear adequate and appropriate dress (see Volunteer Manual for details).
9. Have good:
  - a. Personal hygiene.
  - b. Manners.
  - c. Personal relations with employees, participants and business contacts.
10. Follow safety and health regulations (see Volunteer Manual for details).
11. Keep KSRA participant information confidential.
12. Follow standards of professional ethics.

13. Have respect for participants and treat them with dignity.
14. Refrain from making inflammatory remarks which may harm employee morale or the reputation of KSRA.
15. Treat KSRA property with care and respect.
16. Do not report to KSRA activities when under the influence of alcohol or drugs.
17. Do not bring any weapons to any KSRA activities.
18. KSRA activities are a smoke free environment! NO SMOKING
19. Be cooperative and respectful in business relations with people at KSRA and other organizations with which we work.
20. When you are at KSRA General Program activities, you are expected to give your undivided attention to your duties. Therefore,
  - a. Do not have visitors with you while you are at the activities.
  - b. No personal cell phone use during the activities.
21. Perform other duties as assigned by the Program Supervisor when necessary, or duties in the best interest of KSRA when requested by the Program Supervisor.

**PHYSICAL DEMANDS:**

**PHYSICAL EFFORT:**

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

1. Active participation in programs.

**WORKING CONDITIONS:**

The Volunteer may be exposed to outdoor elements. Activities for General Programs are performed outdoors and indoors. Outdoor activities may include exposure to possible lightening and varying temperatures.