



Opportunity

Position: Recreation Program Assistant
Reports to: Recreation Coordinator

Part-time (10-20 hrs/wk)

Why join our team?

We impact the lives of individuals and their families every day. We influence and support autism acceptance and appreciation worldwide. Come join our innovative, dedicated, and passionate team in delivering and facilitating programs, services, education and supporting individuals and families impacted by autism across the globe.

Importance of Role

The Program Assistant will utilize evidence-based practices for individuals with autism spectrum disorder (“ASD”) and intellectual disabilities to assist participants and carry out the goals of the program. The Program Assistant will participate in a variety of physical activities including but not limited to fitness, walking, swimming, golf, tennis, and soccer. The Program Assistant supports programs that take place at The Els Center of Excellence and in community-based settings. This job requires flexibility in schedule (with a need for support in the evenings and weekends)

Opportunity

Direct support

- Provide direct support to program participants through coaching, modeling, and hands-on instructional support
- Assist program participants with their specific needs including activities of daily living including personal care and hygiene
- Maintain knowledge of program participants’ medical, physical, communication, and behavioral needs/concerns
- Follow behavioral program procedures to ensure participants’ safety
- Direct and continuous supervisor of program participants
- Communicate with participant parents, guardians, and/or caregivers as directed by Recreation Services Coordinator/Supervisor
- Actively participate in all program activities to include telehealth recreation programs
- Supervision and coaching of program volunteers
- Report all concerns, accidents, and/or incidents to the program supervisor
- Complete and receive a certificate in professional crisis management program (PCM)

Instruction

- Follow organizational and program safety procedures
- Report all safety concerns to the program supervisor
- Assist supervisor with planning and implementation of program activities
- Facilitation of program activities in a positive and engaging manner.
- Provide supervisor with feedback about activities
- Coordination and maintenance of program supplies and equipment
- Create a safe space for participants, staff, and volunteers by monitoring and maintaining of the physical environment
- Setting up the physical environment for program activity
- Cleaning and resetting the physical environment once the activity has been completed.

Team



You will be working with a program team of 27 with a combined 130 years of experience. The Program Assistant works with graduate/doctoral level professionals and highly experienced staff in a team atmosphere to facilitate programs, provide direct supervision, and support participants.

Qualifications and Experience

Required

- High school diploma or equivalent
- Minimum of 500 hours of experience working with children, youth, and/or adults with developmental disabilities
- Current Basic Life Support (BLS) and CPR certification
- Valid Florida Driver's License and reliable transportation