

RECREATION PROGRAM ASSISTANT

This position works in a team atmosphere to facilitate programs, provide direct supervision, and support participants.

Rec Program Assistants will utilize evidence-based practices for individuals with autism spectrum disorder (“ASD”) and intellectual disabilities to assist participants and conduct the goals of the program.

Program Assistant will need to be able to participate in a variety of physical activities including but not limited to fitness, walking, swimming, golf, tennis, and soccer. Activities take place at The Els Center of Excellence and in community-based settings. This job requires flexibility in schedule and can be part-time or full-time in nature.

Position can include responsibility for coordination of spring break and summer camp activities under the direction of the Recreation Services Coordinator.

**Responsibilities**

**Direct support**

* Provide direct support to program participants through coaching, modeling and hands on instructional support and supervision
* 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
* Communicate with participant parents, guardians and/or caregivers as directed by Recreation Services Coordinator
* Participate in all program activities
* Supervise and coach program volunteers
* Report all concerns, accidents and/or incidents to program supervisor

**Instruction**

* Follow all organizational and program safety procedures reporting all safety concerns to program supervisor
* Assist supervisor with planning and implementation of program activities and provide appropriate feedback
* Facilitate program activities in a positive and engaging manner.
* Set-up/breakdown/clean-up and maintain program supplies and equipment
* Create a safe space for participants, staff and volunteers by monitoring and maintenance of physical environment

**Camp Coordinator**

* Oversee camp programs and supervise volunteers, counselors, and campers to ensure safety, development, growth, skill achievement, and general well-being
* May be involved in creating lesson plans for daily activities
* Organize and lead various small and large group activities
* Assist in maintaining accurate program records to include but not limited to, incident reports, logbook documentation and daily attendance

**Qualifications**

Required

* High school diploma or equivalent
* 1-2 years’ experience working with children, youth and/or adults with autism or developmental disabilities
* Current Basic Life Support (BLS) and CPR certification

Preferred

* PCM certification
* Current Basic Life Support (BLS) and CPR certification
* Paid work experience as a camp counselor or coordinator

**Additional Requirements**

* Level 2 Background Clearance
* Complete Els for Autism required training programs