



JOB DESCRIPTION

TITLE: LCSRA Program Staff

DEPARTMENT: Recreation - LCSRA

CLASSIFICATION: Part Time

FLSA STATUS: Hourly Non-Exempt

IMMEDIATE SUPERVISOR: Therapeutic Rec Supervisor

PAY LEVEL: _____

JOB SUMMARY

Under the supervision of the Therapeutic Recreation Supervisor, responsible to plan, organize, lead, participate in and supervise activities for individuals with special needs in recreation programs in a safe environment.

EDUCATION, EXPERIENCE & TRAINING

- Must be at least 16 years of age
- Experience or desire to work with individuals with disabilities
- Certification in first aid and CPR
- Must have transportation to and from program sites

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of specialty field requirements
- Ability to display a positive attitude and appropriately interact with individuals with disabilities
- Ability to lead program and make necessary accommodations for individuals with disabilities of various ages
- Enthusiasm and commitment in providing recreation opportunities for individuals with disabilities

DUTIES AND RESPONSIBILITIES

- Lead/assist in the recreation activities for various special populations in a variety of community based programs
- Actively participate in program activities
- Supervise participants with disabilities at all times. This will include behavior management, personal care and assisting in daily living skills (feeding, toileting, clothing) and activity accommodations as needed
- Assist individuals in wheelchairs, including lifting, transferring and pushing
- Work effectively with parents, park district staff and other community contact
- Assist in wheelchair lift and tie downs on LCSRA vehicle
- Complete necessary paperwork as required
- Report any problems or concerns to the Therapeutic Recreation Supervisor
- Other duties as assigned by the Therapeutic Recreation Supervisor
- Attend meetings and training sessions as scheduled
- Perform related duties as assigned and sub as needed
- Perform all job tasks within the rules and guidelines of the Park District's safety program
- Work as a Team Player with co-workers and in conjunction with other departments

PHYSICAL REQUIREMENTS

Talking/Hearing: to communicate with staff and participants

Sitting: to position a participant.

Reaching: to retrieve supplies or participant.

Pulling: to open doors and drawers.

Pushing: to close doors and drawers.

Stooping: to retrieve supplies from lower levels.

Crouching: to retrieve supplies from lower levels.

Seeing: to obtain information from written materials.

Holding: to immobilize participant during behavior outbreaks.

Lifting: to move equipment and supplies, to set up and take down activities, to transfer participants

COGNITIVE CONSIDERATIONS

Must have the ability to read, write and organize materials. Must have the ability to develop and administer a simple budget. Must be able to relate to other people in a professional manner. Must exhibit good safety awareness and judgment.

FSLA

This is a part-time hourly position

HOURS

Hours will vary by evening, weekends and days. Schedule set by the Therapeutic Recreation Supervisor

Updated: Feb 2016