Rocky Mountain MS Center

Staff Position Description

**Position:** Special Event Coordinator, Volunteer Coordinator/CTRS

**Reports to:** Programming Director

**Date Revised:** June 13, 2017

**Status:** Salary, full-time

**Position Summary**: The Special Event coordinator will coordinate the KADEP special events and holiday celebrations. This position will coordinate the dates, entertainment and food arrangements. In addition, this position will plan, coordinate and implement a specified number of programs determined by Program Director based on needs of program at the time. This position will also assist clients with personal care needs and participate as an active team member.

**Specific Responsibilities/Accountabilities:**

1. Plan, coordinate, implement and evaluate a diverse program of therapeutic groups and individual activities this includes monitoring and ordering/shopping for activity supplies as needed.
2. Provide direct client care, assisting with personal care needs, meal service, activity supervision and assistance. This includes transfers, orientation, ambulation and bathing as needed.
3. Serve as a care coordinator for a designated caseload this includes, meeting charting requirements and communication with clients and families as needed.
4. Conduct assessments on clients to evaluate leisure, quality of life and cognitive functioning.
5. Schedule special events and holiday celebrations. This will require communicating with the team, entertainers, clients and families about the plans.
6. Coordinate a robust volunteer program including recruitment, supervision and evaluation of volunteers providing orientation and explaining expectations. This position will also track volunteer numbers and hours of service.

**Qualifications**:

1. A Bachelor’s degree in therapeutic recreation.
2. Current Certification in CPR, First Aid and AED.
3. Certification in Therapeutic Recreation from the National Council for Therapeutic Recreation.
4. Ability to obtain QMAP (Qualified Medication Administration Persons) status and maintain the status.
5. Minimum of one year of experience working with individuals with neurological disabilities or in a general rehabilitation setting.
6. Experience in a scheduling and coordination of special events.
7. Self-motivated, discreet, loyal and flexible team player with the ability to meet deadlines, remain flexible and adjust to changing priorities.
8. Strong written and verbal communication skills.
9. The ability to work collaboratively with a multidisciplinary team and the general public.
10. Good judgment and the ability to work independently.
11. Knowledge of MS, TBI and other neurological diagnosis.
12. Knowledge of emergency and safety protocols.
13. Ability to use personal vehicle to travel to and from programs in the community.
14. Ability to lift or transfer less than 50 lbs.