

## JOB DESCRIPTION

**TITLE:** Program Assistant/Summer Day Camp Counselor  
**FUNCTION:** Responsible for assisting with the implementation and evaluation of NISRA's seasonal recreation programs for individuals with disabilities.  
**REPORTS TO:** Senior Manager of Support Staff and Volunteers  
**FLSA:** Non-exempt; hourly  
**ADOPTED/REVISED:** January 2024  
**SALARY:** Starting at \$15/HR

### DAYS/HOURS:

Work schedules vary based on employee availability and participant attendance/registration. Available shifts vary from weekdays, evenings, weekends. Locations vary.

### POSITION QUALIFICATIONS:

- Must be at least 16 years of age.
- Have experience or a desire to work with individuals with disabilities.
- Must have the ability to engage in activities requiring physical exertion.
- Ability to communicate with others in a recreation setting.
- Positive attitude, motivated and enthusiastic.
- Ability to problem solve and follow instruction.
- Personal transportation to and from NISRA programs.
- Must be able to work under stressful conditions.

### DUTIES AND RESPONSIBILITIES:

- Adhere to NISRA's safety policies, procedures and the NISRA Employee Handbook.
- Actively participate by engaging and supervising individuals with disabilities and promote independent skills.
- Assist with activities of daily living such as feeding, changing, toileting and transferring.
- Provide activity adaptations as needed.
- Take initiative in helping the Program Leader with preparations such as: setting up, greeting participants/parents/guardians, facilitate activity, etc.
- Implement behavior management in a positive manner.
- Attend to specific dietary restrictions of participants, following through with plans provided by families.
- Attend Orientation, annual Safety School and other trainings as scheduled and required.
- Complete required paperwork including, but not limited to, timesheets, safety forms, feedback, and accident/incident forms.
- Demonstrate dependability, punctuality and flexibility.
- Know whereabouts of assigned participants at all time.
- Keep participants safe at all times.
- Follow through on instructions given by Program Leader and/or family members for assigned individuals.
- Arrive 15 minutes prior to the start of the program.
- Show respect to all individuals attending and working NISRA programs.
- Provide timely responses to phone calls, voicemails, written materials and emails.
- Proactively respond to situations and communicate any incidents to the appropriate Coordinator, Manager or Senior Manager of Support Staff.
- Assist in maintaining and inventorying program supplies and equipment.
- Be a mandated reporter for the "Abuse and Neglected Child Reporting Act."
- Perform other duties necessary for the efficient and effective operation of NISRA, as assigned.

PHYSICAL DEMANDS:

- Gather, load, transport and set-up equipment and supplies for activities
- Physically assist individuals in wheelchairs by pushing, pulling, or providing stabilization on unknown terrain.
- Capable of lifting up to 50 pounds
- Physically transfer individuals from a wheelchair to chair, into and out of vehicles, from pool deck to pool, in washroom facilities, etc.
- Active participation in programs
- Communicate with staff and participants (verbally and ability to hear at conversation level)

WORKING CONDITIONS:

The employee may be exposed to all types of weather conditions. Most activities are performed indoors; these conditions include lighting and temperature.

*DISCLAIMER:*

*This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications; and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.*