

JOB DESCRIPTION

TITLE:	Program Leader
FUNCTION:	Responsible for the organization, 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 \$16/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 working with individuals with disabilities.
- Prefer to be working towards a degree in Therapeutic Recreation or in a related field.
- 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.
- Must complete one season as a Program Assistant to be eligible for Program Leading.
- Ability to work independently with direction from Supervisor.

DUTIES AND RESPONSIBILITIES:

- Adhere to NISRA's safety policies, procedures and the NISRA Employee Handbook.
- Provide supervision of overall program: assisting staff, volunteers and participants.
- Provide physical and emotional support to participants, and keep individuals safe at all times.
- Responsible for the facilitation and organization of lesson plans and activity plans from NISRA's Recreation Team.
- Gather, load, transport and set-up equipment and supplies.
- Assist with activities of daily living such as feeding, changing, toileting and transferring; and exhibit appropriate techniques for Program Assistants.
- Provide activity adaptations for participants as needed.
- Implement behavior management in a positive manner.
- Review Leader Binder contents in advance to be aware of dietary restrictions, other medical information and behavior notes.
- Attend to specific dietary restrictions of participants, following through with plans provided by family or guardian.
- Dispense medication following proper dispensing procedures.
- Take initiative in coaching and engaging Program Assistants and Volunteers at programs.
- Supervise and define feedback for assisting staff and volunteers.
- Record and return all receipts and/or money to Program Coordinator by requested date.
- Complete required paperwork including, but not limited to, timesheets, safety forms, feedback, and accident/incident forms.
- Demonstrate dependability, punctuality and flexibility.
- 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; and parent or guardian of involved individuals.
- Assist in maintaining and inventorying program supplies and equipment.
- Be a mandated reporter for the “Abuse and Neglected Child Reporting Act.”
- Attend annual Safety School and other seasonal trainings as scheduled and required.
- Maintain certification in First Aid and CPR, plus Level 3 Handle with Care.
- 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.