



Afternoon Socialization Activities Leader Job Description

Pay: \$8.40 per hour to start

Hours: Part-time, 2:15 to 5:30 pm Monday, Tuesday, Thursday and Friday and negotiated additional hours, on occasion.

Qualifications:

- Experience working with individuals in an organized setting
- Experience and desire to work respectfully with adults or children who have developmental and/or physical disabilities
- Ability to lead and supervise group activities, along with other staff
- Ability to lead and supervise volunteers
- Excellent interpersonal communication skills
- Enthusiasm, kindness, creativity, flexibility, punctuality, & a commitment to teamwork
- Ability to creatively and respectfully handle unexpected situations and ensure continuation of group activity
- Current First Aid and CPR cards within the first 2 months of employment
- Ability to pass a criminal history check
- Must be at least 18 years of age, valid ODL, and an acceptable driving record
- Not to be on the list of excluded or debarred provider of the Center for Medicare and Medicaid Services
- Written documentation of qualifications on file with The Arc prior to working with individuals
- Or any combination of the above requirements acceptable to the program

Specific Responsibilities:

- Lead a group of adults or children who have developmental and/or physical disabilities in activities.
- Ensure safety of program participants, volunteers, staff, and the public at all times
- Protect participants from abuse in any form; report suspected abuse
- Prepare for working with participants by becoming familiar with information in their registration packets
- Ensure the site is set up and cleaned up before and after each activity
- Manage activity monies according to program protocol
- If you are an approved driver, drive participants to and from activities in a safe manner, in compliance with all laws
- Assist participants with toileting/changing as needed
- Other duties as assigned by supervisory staff
- Attend scheduled staff meetings as determined by the Socialization/Leisure Coordinator
- Respect the right of self-determination of each participant

Employee Signature _____

Date _____

Print Name _____