



PROGRAM AIDE DESCRIPTION	
Reports to: Program Leader and Recreation Supervisor	Location: Varied
Part-Time/Non-Exempt	Benefits: Non-Eligible
POSITION SUMMARY	
<p>The program aide is to assist in nurturing and implementation of activities for individuals with disabilities in a recreational setting in accordance with SWSRA's mission and vision. Program Aides are under the direct supervision of Program Leads and Recreational Supervisors. The program aide shall be responsible for the safety and well-being of all individuals in program, including other staff or volunteers.</p> <p><i>The Program Aide's job is a seasonal, part-time position, lasting a total of 8 weeks/season; 4 times/year.</i></p>	
MINIMUM QUALIFICATIONS	
<ul style="list-style-type: none"> • Preferred: Minimum of High School Diploma • Minimum of 2 years of experience in a recreational setting working with individuals with disabilities • Must hold a valid Illinois driver's license with good driving record • Must pass pre-employment physical and drug screen within 3 days of contingent offer of employment • Must pass a criminal background checks in compliance with Illinois state statute (70 ILCS 1205/8-23) • Must be proficient in Microsoft Office Suite applications including Word, Publishing and Excel • Must be CPR/First Aid Certified or obtain within 90 days of hire. • Red Cross WSI and Lifeguard Certification preferred; not required. • Must complete attend/complete all required trainings prior to start of each season. 	
ESSENTIAL JOB DUTIES	
<ol style="list-style-type: none"> 1. Active involvement in the implementation of activities, including setup and cleanup for programming. 2. Assist with the set-up, clean-up of materials needed for programming; may involve transporting, loading and un-loading of materials. 3. Responsible for the supervision of participants at all times during programming. 4. Must review the program binder at every program and review documentation on participants. 5. Must be knowledgeable of the specific needs of the participants and provide appropriate supports during activities accordingly. 6. When applicable, assist Program Leader with medication distribution in accordance with SWSRA Safety Manual. 7. Facilitate and encourage positive peer relationships within the group and motivate both participants and staff to make those individuals feel successful. 8. Responsible for appropriately managing and documenting behaviors for all participants, following the Agency Code of Conduct policy. Communicate participant behaviors and/or any other relevant issues with the Program Leader. 9. Required to be in the pool, within arm's length of participants at the pool for close supervision. 10. Must provide excellent customer service to participants and parents, communicating any changes or updates in a timely manner. 11. Keep inventory of First Aid/CPR supplies on you at all times. Be prepared to administer First Aid/CPR on injured participants. 12. All SWSRA employees are mandated reporters. 13. Safely operate vehicle when transporting individuals on activities and whenever operating a vehicle during work time. 14. Perform other duties applicable to individual's programming and the needs of SWSRA as assigned by supervisor and/or Executive Director. 	
ENVIRONMENTAL CONDITIONS	
<ol style="list-style-type: none"> 1. Is subject to flexible hours including split shifts or varied hours including morning, afternoon, evenings and weekends. 2. Must be able to work in indoor and outdoor environments 3. Must be able to work or attend "overnight" programs/trips/conferences etc. 4. Must be willing and able to drive all Agency vehicles, including 15 passenger lift vans. 5. Sits, stands, walks, bends, lifts and moves intermittently during working hours. 	



6. Able to lift and transfer individuals in and out of wheelchairs, and lift equipment and transport individuals to and from vehicles.
7. Must have ability to work and communicate with people under stressful situations.
8. May be subject to hostile and emotionally upset individuals with physical behaviors, staff, family members and general public.
9. Must be able to follow verbal and written directions
10. Must be able to adequately respond to the needs of individuals with disabilities.
11. Must exhibit good problem solving ability and good judgment in keeping with the mission of the Agency.
12. Work location may change with little or no notice.
13. May experience frequent interruptions and varying levels of noise.

I have read the entire job description. I fully understand and agree to abide by the requirements and expectations in the job description. I accept the position and agree to perform all duties and responsibilities for the position.

Employee Signature

Date

Signature of SWSRA Representative

Date