

**South West Special Recreation Association
Job Description**

TITLE: Program Aide

FUNCTION: To assist in nurturing, and providing activities for individuals with disabilities in a recreational setting. Program Aides are responsible for the safety and well being of all individuals, including themselves. The Program Aide's main priority is to provide participants with a safe environment, while generating a fun, positive, and nurturing experience. The Aide's job is a part-time position, lasting a total of 8 weeks/season 4 times/year.

SUPERVISION: Responsible to the Program Leader and Recreation Specialist

RESPONSIBILITIES:

- Assist properly with gathering, loading, transporting, setting up, cleanup and putting away materials.
- Actively participate and assist in programs, trips, special events and fundraisers.
- Assist with supervision of participants.
- Assist in appropriately managing and documenting behaviors for all participants, following the Agency Code of Conduct policy. Communicate participant's issues with Program Leader.
- Close supervision of participants at all times.
- Program Aides are required to be in the pool, within arm's length of participants at the pool for close supervision during swim programs.
- Provide excellent customer service to participants and parents.
- Keep inventory of First Aid/CPR supplies on you at all times. Be prepared to administer First Aid/CPR on injured participants.
- All employees are mandated reporters.
- All other duties as deemed necessary by the supervisor(s).

WORKER TRAITS:

- Must be able to attend/complete all trainings and meetings each season.
- Must be present, enthusiastic and energetic every day throughout the season.
- Must be willing and able to supervise on vehicles, including tie downs and lift use.
- Must have ability to work effectively under stressful situations.
- Must be able to respond effectively to the individual needs of each participant.
- Must demonstrate excellent leadership qualities.
- Must be dependable and punctual. Must demonstrate a mature and professional quality in terms of dependability, promptness and general interest in the program.
- Must exhibit good problem solving ability and good judgment while keeping with the mission of the Agency.
- As a SWSRA representative you must serve as a positive role model at all times.

EDUCATION AND EXPERIENCE:

- Prefer 18 and older, however must be a minimum of 16 years old.
- Minimum of 1 year of experience with individuals who have a disability.
- Must demonstrate enthusiasm and possess strong communication skills. Must possess ability to effectively work in a team atmosphere & communicate effectively with people with disabilities, co-workers, member agency staff & the public.
- CPR/First Aid Certification is required.
- All SWSRA employees are subject to drug screening.

SAFETY RESPONSIBILITIES:

- Perform all job tasks within the rules and guidelines of the South West Special Recreation's Safety Program.
- Participate in all orientation, job instruction and in-service trainings.
- Assist with surveying the location of any environment that the participants are going to be utilizing prior to the arrival of participants.
- Actively support the safety program by obeying and enforcing safety rules and procedures.
- Responsible for accurately filling out Accident/Incident Reports and submitting to Program Leader.

ESSENTIAL FUNCTIONS:

- Support SWSRA Safety Program by ensuring the safety of all participants at all times.
- Perform work in and outdoors.
- Work and Communicate effectively with co-workers, staff, supervisors and parents.
- Assist with daily living skills, which may include toileting, feeding, changing/diapering, transferring and pushing participant in wheelchair.
- Assisting with the care of, handling and lifting of equipment.
- Active participation in and physical set up of activities.
- Sit, stand, carry and bend.
- Must be able to swim with participants.