



## Western DuPage Special Recreation Association Job Description

**TITLE:** VOLUNTEER

**FUNCTION:** Responsible for assisting the Head Instructor, Part Time Staff and other Volunteers in WDSRA programs by working directly or indirectly with the participants involved.

**SUPERVISION:** Responsible to the Support Services Manager, Full Time Recreation Staff and Part Time Head Instructor assigned to each individual program.

### **JOB PURPOSE:**

To participate in WDSRA's overall purpose of providing quality leisure opportunities for individuals with special needs through direct leadership, program planning and other related tasks. To adhere to the agency Mission of *"The Development of Individuals Through Recreation"*.

### **QUALIFICATIONS:**

- Program Volunteers must be able to volunteer independently of others, possess problem solving skills and mature judgment in making decisions that are related to participant supervision and safety.
- Must be fourteen years old to volunteer. Those between the ages of twelve and fourteen will need a parent or guardian with them to supervise and volunteer.
- Ability to work effectively with participants, co-workers, teachers, park district staff, and other community members. Ability to take direction.
- Must display an overall enthusiasm for programs and a genuine interest to learn about working with people who have special needs.
- Be able to show an interest and ability to plan and implement meaningful, safe activities for various ages and various disabilities.
- Must demonstrate dependability, integrity, punctuality and flexibility.

### **VOLUNTEER EXPECTATIONS:**

- Volunteers are expected to present themselves in a neat, clean and professional manner at all times.
- Communicate with, and contribute ideas to co-staff, demonstrating open mindedness, creativity and enthusiasm.
- Volunteers are encouraged to attend all Orientations, meetings and trainings.
- Make a commitment by attending all programs assigned. Be on time!
- Each Volunteer should arrive at the site of the activity at least 15 minutes prior to the start of the program and be available to remain 15 minutes after.
- Volunteers must immediately notify the WDSRA Manager of Support Services of any illness or conflict(s) with assigned programs.
- Communicate all accidents/incidents to the Part Time Head instructor, Manager/Coordinator of Support Services or Inclusion and Full Time Program Coordinator.

### **JOB DUTIES IN WDSRA PROGRAM:**

- Maintain a friendly customer service attitude.
- Be responsible for the safety and participation of a group of participants by becoming actively involved with the participants in the program.
- Assist the Full-Time Staff, Part-Time Staff and other Volunteers in the implementation of recreation programs for individuals with special needs.
- Assist the Head Instructor with organization, implementation, and clean up of activities. Participate in all activities set forth in the program.
- Each Volunteer will be responsible for supervising an individual or group of individuals. In addition, all staff and volunteers should also keep an eye on the program group as a whole. Monitor the supervision of participants in the program with a positive and enthusiastic attitude.
- Become knowledgeable of the specific needs of your participants.
- Assist and teach when / where needed, avoid performing an activity for the individual by adhering to our agency mission.
- Encourage individuals to participate, develop friendships and socialize.
- Any other duties assigned by the Program Coordinator or Head Instructor.
- Communicate all accidents/incidents to the Head Instructor of the program, Manager of Support Services or Full Time Program Coordinator.

### **ESSENTIAL JOB FUNCTIONS:**

- Supervision of individuals with disabilities.
- Active participation in programs, which may include swimming, sports or other action based activities.
- Assisting individuals who are wheelchair bound by pushing people in wheelchairs. Assist with the wheelchair lift operation. Paperwork- Preparing reports, evaluations and other written duties.
- Lifting and gathering materials for programs and events (up to 50 lbs.).
- Performing work indoors and outdoors.
- Performing all job tasks within the guidelines of Agency's safety program.
- Access to use of home phone to regularly communicate with co-workers, supervisors and outside visitors.