



Equal Fun For Everyone

WESTERN DUPAGE SPECIAL RECREATION ASSOCIATION JOB DESCRIPTION

TITLE:	SEASONAL VOLUNTEER
FUNCTION:	Responsible for program implementation, supervision, and safety of WDSRA participants, equipment and monies, while assisting in therapeutic recreation programs, trips, and special events.
SUPERVISION:	Responsible to Support Services Manager
DEPARTMENT:	Recreation
HOURS:	Varies Based Upon Agreed Schedule of Availability & Program Assignments

ESSENTIAL JOB FUNCTIONS:

- Perform all job tasks within the guidelines of agency safety program.
- Arrive 15 minutes before the start of the assigned program.
- Follow a structured lesson plan.
- Communicate all accidents/incidents to the Part Time Head Instructor.
- Complete program and staff evaluations at the end of the program and return to Full Time Program Supervisor.
- Perform all other duties as assigned.

KNOWLEDGE, SKILL, and ABILITIES:

- Active participation in program activities, which may include swimming, sports, or other action based activities
- Ability to engage in activities requiring physical exertion including running
- Ability to perform required duties under stressful situations without supervisors
- Perform work indoors and outdoors and under varying weather conditions including heat and cold
- Ability to lift up to 40 lbs and carry for up to 100 ft – over 40 lbs requires a two person lift or mechanical assistance
- Supervise a group of individuals with disabilities (1-6 person supervision)
- Assist individuals who use a wheelchair—including wheelchair bus lift operation and wheelchair tie-downs in WDSRA vehicles.

AGENCY EXPECTATIONS:

- Access to use of home or mobile phone to regularly communicate with co-workers, supervisors and outside visitors.
- Lead/assist individuals with disabilities in a variety of activities through various recreation programs.
- Commit to assigned programs by attending all dates committed to and being on time for all programs assigned.
- Attend all orientations, meetings, and in-services as required by WDSRA.
- Be responsible for the safety and participation of participants and staff.
- Work as a team by communicating with, and contributing ideas to co-staff, demonstrating open mindedness, creativity and enthusiasm.



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TITLE: SEASONAL VOLUNTEER

- Must demonstrate dependability, integrity, punctuality and flexibility.
- Practice and adhere to WDSRA policies and procedures as written in volunteer manual and safety manual.
- Possess strong interpersonal, oral, written skills and the ability to communicate effectively with participants, parents, co-workers, teachers, park district staff, and other community members.
- Must display an overall enthusiasm for programs and genuine interest towards working with people who have special needs.
- Show an interest and ability to plan and implement meaningful, safe, activities for various ages and various disabilities.
- Assess, adapt to and problem solve a variety of situations independently of others.

POSITION QUALIFICATIONS:

- Fourteen years of age or older and be able to perform the Essential Job Functions and Knowledge, Skills, & Abilities independently of others
- No prior experience Required. One year direct experience working with individuals with disabilities preferred
- Possess a valid photo ID, Illinois State ID or Illinois Class "D" Driver's License