

**POSTED:** 2/9/2018  
**POSITION:** RECREATION PROGRAM LEADER  
**DEPARTMENT:** Recreation  
**HOURS:** 10-15 hours (late afternoons/evenings/weekends)  
Schedule dependent on activities planned.



**SUMMARY:**

Responsible for supervising small group recreational and leisure activities persons with disabilities on afternoons, nights and/or weekends. Activities may take place throughout Washington County and surrounding areas as well as throughout the state.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but is not limited to, the following

- Plan, coordinate and conduct a variety of activities to meet the needs and interests of all client disability levels.
- Responsible for financial record keeping
- Work cooperatively with Threshold staff in planning and implementing recreation programs.
- Develop and distribute monthly calendar of events in a timely manner.
- Develop community recreational resources.
- Maintains inventory control over recreation supplies including ordering of new supplies.
- Responsible for health, safety and supervision of clients participating in recreation activities and clients on overnight trips.

**EDUCATION and/or EXPERIENCE:**

- One year of experience working with persons with disabilities.
- Ability to plan, coordinate and supervise recreation activities.

**LANGUAGE SKILLS**

- Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- CPR/AED, First Aid, Nonviolent Crisis Intervention training within first six months of employment.

**TRANSPORTATION**

- Essential duties require a driver's license, a good driving record and access to an adequately insured vehicle.