

Leisure Education for Exceptional People

POSITION SUMMARY

JOB TITLE: Recreation Lead
EMPLOYER: Leisure Education for Exceptional People (LEEP)
REPORTS TO: Program Manager
HOURS: 10 – 25 hours/month, (flexible schedule) during the late afternoon and evening hours/ weekends
PURPOSE: To implement various recreational and leisure programs for people with intellectual and developmental disabilities.

DUTIES AND RESPONSIBILITIES:

I. Assist with developing and implementing program activities

- A. Supervise, implement, and evaluate activities
- B. Collect program fees from participants and turn into Office Coordinator
- C. Assist Program Manager with the development of program activities by presenting new ideas and evaluating existing activities, events, programs, etc.
- D. Gather necessary supplies prior to activities, such as equipment, first aid kits, registration forms, money, etc.
- E. Supervise participants and volunteers during LEEP activities and events
- F. Represent LEEP in a positive manner in the community

II. Oversight of volunteers and participants

- A. Supervise participants to ensure their safety and wellbeing
- B. Ensure LEEP rules are being followed
- C. Respectfully communicate with staff, guardians and family members of participants
- D. Oversight of volunteers during activities (i.e. background about LEEP and LEEP goals, information about specific programs, etc.)
- E. Review participant information forms (PIF) and become familiar with the participants and their needs
- F. Participate in all staff trainings and meetings

III. Provide the opportunity for success for all participants

- A. Adapt activities to suit the participants' needs
- B. Manage behaviors and encourage positive social interaction among all LEEP participants

IV. Special Olympics coach (if applicable)

- A. Responsible for understanding the individual sport coached
- B. Attend specific Special Olympics and/or other sports trainings as requested
- C. Assist with coordination of team practices, volunteers, etc.

V. Various other tasks

- A. Answer phone calls and check voicemail messages before programs
- B. Money management (collecting registration fees, membership dues, etc.)
- C. Keeping LEEP space, community space, LEEP van/rented vehicles, and any other spaces clean and organized
- D. Other tasks that are not listed above

DESIRED QUALIFICATIONS/EXPERIENCE:

- Background or experience working in recreation/leisure programs
- Clean driving record
- A genuine interest and enthusiasm in working with people with varying ability levels
- Must be highly motivated and energetic
- Ability to work and communicate with participants, families, staff and other professionals
- Ability to make adaptations that may be needed to involve participants with disabilities
- Physical ability to respond appropriately to situation requiring first aid. Must be able to assist participants in an emergency (fire, evacuation, illness, or injury) and possess the strength and endurance required to maintain constant supervision of participants
- Must be responsible and have great organizational skills