



ACTIVITY LEADER

JOB DESCRIPTION

Job Summary	<p>The Activity Leader is responsible for instructing, supervising, and providing physical assistance to all participants in our programs. Serve as Lead for an assigned activity/activities. A primary function of this and every other job at the Kostopoulos Dream Foundation is to ensure that each member, guest and visitor receives the highest caliber of service. In addition, the Activity Leader is tasked with creating a nurturing, positive and professional environment while promoting program policies and procedures amongst staff, volunteers and community.</p>
Supervisor	<p>Team Leader</p>
Responsibilities	<ol style="list-style-type: none"> 1. Act as an integral member of the program team (ie. participate in monthly department meetings), provide input, instruction, and fulfill assignments as directed by Team Leader. 2. Assist and participate in the following staff tasks: Supervision of participants, administering behavior protocol as directed, administering all medical protocol as directed, escorting program participants to and from van, and accomplishes all other tasks as directed. 3. Provide supervision, instruction, as well as verbal and physical assistance to participants. 4. Assist Team Lead in providing instruction and ongoing assistance to volunteers during programs. 5. Assist Team Lead in assessing program equipment and supply needs. 6. Complete and submit all required paperwork by set deadlines including; Incident reports, time sheets, and other required paperwork. 7. Follow protocol regarding handling of behaviors and special needs; give Team Leader input & feedback on effectiveness of behavior protocols. 8. Communicates all pertinent issues affecting the programs to Team Leader (i.e. staff/client/parent/transportation issues & concerns, etc.), in a timely manner. 9. Establish good rapport with families of the program participants as well as keeps them informed about concerns affecting the participants. 10. Responsible to know and keep updated on all relevant information for each participant. 11. Assist in the care, cleanliness, and security of the facility used by participants during the program. 12. Monitors safety of all aspects of the program and participants. 13. Participate in all required trainings and certifications in compliance with the organization's standards. 14. Create a nurturing, positive and professional environment while promoting program policies and procedures amongst staff, volunteers and community. 15. Communicate clearly, honestly and respectfully with staff, participants, parents and volunteers.
Qualifications	<ol style="list-style-type: none"> 1. Knowledgeable of Cognitive & Physical Disabilities, including autism spectrum disorders, Down syndrome, developmental delays, spina bifida, etc preferred. 2. Previous experience in working with individuals with cognitive and physical disabilities preferred. 3. Excellent interpersonal communication skills 4. Demonstrated history of responsibility, dependability, and maturity 5. Current First Aid/CPR certification 6. Ability to be flexible, creative and adaptable to situations 7. Ability to consistently lift, carry and load adaptive and other sports equipment that may weigh 50 or more pounds, and sustain aerobic activity for 20 consecutive minutes. 8. Commitment to a positive, fun and team-oriented working environment 9. Must be at least 18 years of age and have a clean criminal background.
Salary	<p>\$10.00/hour</p>
Status	<p>Part Time</p>
Hours	<p>10-20 Hours per week; weekend, evening and night work required, EOE</p>