

# One Step Beyond Disability Services



## Recreation Activities Staff

### Job Summary

The Recreation Activities Staff is responsible for direct health and welfare, care-giving and/or related support services to participants in the One Step Beyond Program. Recreation Activities staff appropriately supervise and facilitate scheduled recreational activities. Work Hours are Fridays from 4:00PM-10PM and occasionally Saturdays, hours vary. This position has flexible hours and is based on the supervision needs of individuals attending Friday Night and Social Saturday Recreation events. Shifts are scheduled at the beginning of each month, and are based on your availability.

### Work Environment

One Step Beyond provides comprehensive programming to individuals with developmental disabilities. This position will involve oversight and support of participants in various activities, both internal and external to One Step Beyond facilities, and the coordination of movement and/or transport of program participants to and from such locations. Some physical activity, lifting and carrying, walking and assembly or light construction is required.

### Minimum Requirements

- High School Diploma or GED
- Must have a valid driver's license for at least 39 months (3 yrs). Must be at least 21 years old with no more than 1 moving violation within the past 3 years, or 23 years old with no more than 2 minor moving violations or 1 accident within the past 5 years, and must possess a current/valid driver's license, auto registration and insurance.
- Must be able to obtain CPR, First Aid Certificates.
- Must clear criminal history check and fingerprint clearance.
- At least 1 year experience working with individuals with developmental disability or other vulnerable populations.

### Key Responsibilities & Expectations

- Consider the welfare, growth and development of program participants as a top priority
- Accompany program participants on community outings and provide supervision and assistance accordingly
- Treat program participants with respect and encourage self-determination
- Use appropriate behavior management techniques with program participants

- Transport program participants safely in a company and/or personal vehicle to/from program activities and individuals' residence (mileage reimbursement for usage of personal vehicle).
- Adhere to One Step Beyond Policies & Procedures
- Communicate effectively with program participants and their families/guardians
- Demonstrate and model a professional presence (personal determination, reliability, punctuality, resilience, maturity, consistency) and appearance
- Model and teach appropriate behavior and interaction with program participants
- Handle difficult situations with a positive attitude by actively seeking problem resolution, creative solutions, and program and organizational enhancements to insure program effectiveness
- Seek opportunities to collaborate with and learn from colleagues and supervisors to achieve a greater degree of service to the organization and its program participants
- Maintain confidentiality of program participants and related information
- Other duties as assigned

**Compensation/Benefits**

- Employment Status: Non-Exempt - Part Time
- Pay rate: \$13.00 an hour
- Employees are paid bi-weekly

I have read and understand the requirements of this position and by signing here I understand that some of these responsibilities may change in the oncoming year. However, by accepting this position I agree to carry out the responsibilities described here until further revisions are made.

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Employee Print Name

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Employee Signature

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Date

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Director of Human Resources

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Date