



James L. Maher Center

JOB POSTING

Department: Community Based Support Program
Position: Recreation Assistant
Reports To: Director of Day Services & Community Supports
Shift: Flexible 16 hours a week, weekends a must
Location: 906 Aquidneck Avenue, Middletown, Rhode Island 02842

Essential Description of Duties:

- Organizes and supervises recreational activities and related functions with a hands-on approach, activities may include, but are not limited to, mini golf, movies, bowling, theater (PPAC, Trinity), PC basketball games, wrestling or other sporting events.
- Seeks out and utilizes community resources.
- Assists in daily to do list coordinating community activities.
- Provides appropriate recreational equipment and materials needed to support recreational activities.
- Provide individuals with developmental disabilities independence through active participation in community activities.
- Assists with participation in RI Special Olympics.
- Ensuring overall safety and well-being for all participants.
- Adhere to agency policy and procedures.
- Participation in all required agency trainings.
- Attends and participates in staff meetings.
- Inform Program Manager of any feedback from staff to maximize communication in order to effectively and efficiently address any issues that may arise.
- Possible use of personal vehicle to transport participants.
- Works with management team regarding training and ongoing development of leadership skills.

Qualifications:

- Ability to effectively problem solves in a timely manner and be able to balance multiple needs of the individuals.
- Excellent time management skills
- Ensure team integrity by being a positive role model while providing supports to persons with developmental disabilities.
- Flexibility and Dependability.
- Ability to work in a team oriented setting.
- Good oral and written communication skills and competencies required.
- Ability to follow directions.
- Valid Driver's License.
- A favorable National Criminal Background check.
- High School Diploma or GED required.
- Must be available on weekends