



Adaptive Recreation and Inclusion Program Assistant Position Description - Part time (20 hrs per week)

Department Overview

Reach for Resources is a nonprofit agency based out of Minnetonka, Minnesota. We provide recreation, education, case management, advocacy, counseling, and health programs to individuals with disabilities living in the Minneapolis western metro area. Our recreation department contracts with 12 western suburban city park and recreation departments to provide adaptive recreation, inclusion and training services to their community members.

Job Summary

Assist the adaptive recreation department in managing and implementing a variety of programs for people with developmental disabilities. Programs will focus on social skills, independent living, and healthy utilization of leisure time. Assist individuals in accessing local park and recreation programs and reaching their maximum potential for successful participation in the community.

Essential Duties and Responsibilities

- Coordinate recreation activities by communicating with community organizations, program staff, individuals supported by Reach, and caregivers
- Assist in the implementation and management of social, recreation and athletic programs designed for kids and adults with disabilities which includes program set-up and facilitation throughout the event
- Accountability to the Director and Assistant Director of Recreation
- Provide inclusion assistance for children with disabilities in a city park and recreation program
- Teach park and recreation staff strategies for working with individuals with disabilities
- Communicate with parents and caregivers
- Maintain proper documentation
- Provide on-the-job training to new recreation and inclusion staff
- Advocate for increased opportunities for inclusion of people with developmental disabilities within established community organizations
- Keep participant records up to date in Salesforce
- Assist the recreation team with the registration process including editing the newsletter, creating flyers, entering registration data, and creating and mailing confirmations to participants
- Assist with planning and facilitating large events put on by the recreation team
- Engage volunteers who attend programming
- Other projects and duties as assigned by the Executive Director, Director of Recreation, or Assistant Director of Recreation

Required Qualifications

- At least 1 year of experience working with individuals with disabilities
- Group leadership experience
- Experience planning recreation programs
- Knowledge of community inclusion
- Strong written and oral communication skills
- At least two years post high school education
- Must have current driver's license in good standing and maintain own reliable transportation

- Have comprehensive auto insurance
- Ability to lift up to 30 lbs.
- Ability to manage schedule and oversee multiple tasks simultaneously
- Must have ability to work independently, enjoy flexibility, and manage stress

Preferred Qualifications

- Candidates who are Certified Therapeutic Recreation Specialists or have a Bachelor's degree in the Recreation, Special Education or other related field preferred.

Schedule Details

- Fall-Winter-Spring (September-May): 20 Hours per week Tuesday-Saturday
- Summer (June-Aug): 20 hours per week Monday-Friday
- The program assistant's main job is to facilitate programs and inclusions, and has some administrative duties. Programming takes place primarily in the evenings during the week, and Saturdays from 9am-2pm. The summer schedule can include evenings and/or daytime hours. Administrative time is flexible. It is possible to pick up additional program hours when they are available.

Additional Information

Reach for Resources, Inc. is an Equal Opportunity Employer. Reach for Resources, Inc. does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, nondisqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

To Apply

Please complete the online application on the Employment page of our website, www.reachforresources.org, and send your cover letter and resume to Emily Orr, Director of Adaptive Recreation & Inclusion:

Reach for Resources
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