



## **Adaptive & Inclusive Recreation Program Assistant Position Description**

### **Part time (20 hours per week)**

#### **Department Overview**

Reach for Resources is a nonprofit agency based out of Minnetonka, Minnesota. We provide individualized services that maximize independence, boost community engagement, and improve physical and emotional well-being to individuals of all abilities. Our recreation department offers small group and individual therapeutic services and contracts with county and city parks and recreation departments to provide adaptive recreation, inclusion support, and training services to their community members.

#### **Job Summary**

The Program Assistant supports the Reach recreation department in managing and implementing a variety of programs for people of all abilities. Programs will focus on social skills, independent living, and healthy utilization of leisure time. Assist individuals in accessing local parks 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 city parks and recreation programs across the Twin Cities metro area
- Teach parks and recreation staff strategies for working with individuals with disabilities
- Communicate with parents and caregivers via email, phone and in person
- 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 and organized
- Assist the recreation team with the recruitment 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

#### **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.

- 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 30 lbs.
- Ability to manage schedule and oversee multiple tasks simultaneously
- Must have ability to work independently, enjoy flexibility, and manage stress
- Creative problem solving skills

## Preferred Qualifications

- Candidates who are Certified Therapeutic Recreation Specialists or have a Bachelor's degree in 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 9:30am-2pm. The summer schedule can include evenings and/or daytime hours but can stay Monday-Friday. Administrative time is flexible. It is possible to pick up additional program hours when they are available.

## To Apply

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

Reach for Resources

Attn: Emily Orr

5900 Green Oak Dr Suite 303

Minnetonka, MN 55343

[eorr@reachforresources.org](mailto:eorr@reachforresources.org)

Fax: 952-229-4468

[www.reachforresources.org](http://www.reachforresources.org)

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