

JOB DESCRIPTION

TITLE: *Program Assistant*

Summary:

The Program Assistant is responsible for working hands on with all assigned participants within their program. He/She is also responsible for aiding the Program Leader in carrying out all assigned tasks and activities.

Qualifications:

Must be at least 14 years of age.

Must have gone through Agency orientation for Part-time staff.

Certification in First Aid and/or CPR, or ability to obtain it.

Immediate Supervisor:

Program Leader

Program Supervisor

Responsibilities:

1. Assist Program Leader in planning and leading recreational activities.
 - a. Bring ideas to planning meetings.
 - b. Lead activities during the program.
2. Have access to important documentation (Program Leader's notebook).
3. Attendance at meetings:
 - a. Orientation.
 - b. Before or after program meetings.
4. If over 21, driving responsibilities:
 - a. Before and/or after program routes.
 - b. Field trips.
5. Other duties as assigned by Program Leader, Program Supervisor or Executive Director.
6. Perform all job tasks within the rules and regulations of the Agency's policies, procedures, and safety program.

Daily Operations:

1. Supervision of participants:
 - a. Ensure that all assigned participants are accounted for at all times.
 - b. Ensure that all participants needs are being met:
 - Toileting
 - Feeding
 - Water break
 - c. Ensure that all participants have the opportunity to actively participate in every activity.
 - Adapt activities as needed for each assigned participant.
 - d. Lifting, moving or transferring of participants (as needed) using proper lifting techniques.
 - e. Capable of lifting, pushing, pulling, and carrying items weighing up to 50 pounds, or anything above with assistance.
 - f. Completing Accident and/or Incident report forms as needed.

- g. Restraint of participants physically acting out (as trained and needed) using proper techniques and under the supervision of the Program Leader.
- h. Utilize Agency behavior modification plan.

For Mini-camps, camps and day-long programs:

- i. Ensure that all participants in your group have a lunch.
- j. Ensure that medication, if given to you, is given to the Program Leader.
 - Check bags daily for medication.
 - Report medications given to you (or found in bag) to your Program Leader.

2. Active participation in programs:

- a. Role model appropriate behavior for participants.
- b. Daily preparation and clean up:
 - Of site
 - Of facility
 - A clean up checklist must be completed and signed off on prior to staff leaving at the end of the program.
 - Of activities
 - A list will be available to assist in gathering daily supplies. Check with Program Leader before the start of each program.
 - Request permission from Program Leader to leave at the end of the program after all clean up duties have been completed.
 - Failure to complete clean up checklist and perform assigned clean up tasks will result in disciplinary action.
- c. Interact with all participants and staff in the activity.

3. Communication:

- a. Program Leader
 - Notify Program Leader of problems or issues that arise during the program:
 - a. Staff or camper injury
 - b. Behavior incidents
 - c. Lost or missing items
 - d. Broken, damaged or missing equipment
- b. Fellow staff/volunteers
 - Watching each other's participants
 - Asking for help
- c. Parents
 - Notes from parent to staff
- d. Van drivers and assistants
 - Verbal report from parents when the participant was loaded on to the van before program.
 - Items to be held by driver or assistant until the participant arrives home.

4. Activity supplies:

- a. Obtain supplies needed for your activity/program:
 - Sports equipment
 - Arts and crafts supplies
- b. Ensure that supplies and equipment are in good working order:
 - Sports equipment
 - Arts and Crafts supplies
 - Playground equipment
- c. Ensure that supplies and equipment are put away in the correct location.