



Program Coordinator - (Youth & Teens)

Addison Park District

Contact Name: maria maria May

Contact E-mail: maria@ilipra.org

Contact Phone: 555-121-2555

Closing Date:

Salary: 92,858

Description:

Position Qualifications:

- High School Diploma required; college degree preferred.
- Two years direct experience working with individuals with disabilities preferred.
- Valid Driver's License.
- CPR/First Aid. Must have these certifications or be able to obtain within six months.
- 21 years of age or older and able to perform the job functions independently of others.
- Availability to commit to working Monday-Friday approximately 8:30 a.m. - 4:00 p.m. year-round with some holiday breaks.

Key Responsibilities:

- Supervise and participate in all planned activities.
- Drive 14-passenger accessible van for community outings.
- Attend Site Director meetings.
- Know the physical, mental, and medical limitations of all participants; be prepared to provide appropriate attention to all participants in all situations.
- Ensure safety factors relative to program and participant needs.
- Know and use proper disciplinary techniques; provide behavior management when necessary.
- Be available to listen to parental concerns and answer questions on behalf of SEASPAR or refer questions to administrative staff.
- Create weekly lesson plans which include appropriate activities, contacts, and timelines.
- Take daily/weekly attendance of staff and participants.
- Ensure that the facility/program site as well as any equipment is properly maintained.
- Regular and predictable on-site attendance.
- Read, understand, and abide by all SEASPAR policies and procedures.
- Perform other job-related duties as assigned.