

# *Easter Seals Oregon*

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Recreation and Respite Program Coordinator
<b>DEPARTMENT:</b>	Rogue Valley
<b>EFFECTIVE DATE:</b>	July 2017
<b>REPORTS TO:</b>	President/CEO

### **EXPECTATION FOR ALL EMPLOYEES**

Supports the organization's mission, vision and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, personalization, commitment to our community, accountability and ownership.

### **GENERAL POSITION SUMMARY**

This position provides direct care and team support for the Rogue Valley Easter Seals programs and its participants under the supervision of the President/CEO.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned by the CEO to meet program needs.**

- Ensure the health and safety of all participants in the programs.
- Address all needs of participants throughout the day.
- Supervise and support participants in participating in all activities.
- Work successfully in a partnership/team setting with staff or volunteers to guide the participants through the day.
- Maintain a clean and hazard-free environment at all times and locations.
- Communicate with all staff/volunteers and campers to ensure success for all participants.
- Oversee scheduling, substitutes and recruitment, as needed.
- Set up and take down of all activities, game areas, special events, etc.
- Type, revise and design general correspondences, reports, memos, forms, charts, tables, graphs, business plans, etc. Proofreads copy for spelling, grammar, and layout, making appropriate changes, seeking guidance and clarification, as needed.
- Performs various other administrative functions: Processes incoming and outgoing mail; opens and distributes incoming mail; Prepares outgoing mail.
- File Management: Develops and maintains various filing systems in up-to-date manner, to assure timely access to information when requested.
- Process billing; organize incoming fees, follow-up as needed.
- Create program plans, secure supplies & equipment, initiate & evaluate.
- Create/maintain relationships with community leaders, businesses, Easter Seals Oregon statewide staff and clients; assist with educational presentations to same group.

### **OTHER DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned by the CEO**

- Cleaning and organizing of supplies and products necessary for a successful day.
- Create and implement activities when a participant is not engaging with the whole group.
- Guide volunteers as needed to ensure proper participation and use of time.
- Supplies and equipment: monitors inventory and purchases; maintains supplies and equipment for office and programs.
- Answer and direct phone calls and emails as needed.
- Arrange meetings, as requested, including catering, set-up, and clean up
- Oversee participants and supervise staff and volunteers at program sites, ensuring a quality environment for all.
- Communicate with state licensing personnel, client families, vendors and internal and external agency staff at all levels.
- Assist with grant writing.
- Assist with fundraising projects.

## **GENERAL INFORMATION**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

## **MINIMUM QUALIFICATIONS, SKILLS, KNOWLEDGE & EXPERIENCE REQUIREMENTS**

Minimum 2 years college in related field

Minimum 5 years experience working with special populations, with at least one year experience with each age group served and minimum three years experience supervising staff and volunteers in human service programs and/or equivalent combination of education and experience.

Must have knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software (Office 97/00: MSWord, Excel, Access, PowerPoint). Knowledge of secretarial, office administrative procedures and knowledge of use and operation of standard office equipment.

Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy. Must be able to interact and communicate with individuals at all levels of the organization and programs.

Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines. Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands. Work requires an extensive knowledge of business and an excellent command of the English language. Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.

Must possess a valid Oregon driver's license, and must be insured.

- Must have appropriate physical ability- standing for long periods, running, lifting and kneeling are all daily expectations.
- Must be comfortable with assisting individuals. Work requires continual attention to detail in caring for individual participants. This includes personal care like feeding, toileting, hygiene, etc.

## **SCHEDULE**

First and third Saturdays of each month September through June; 8:30 am to 2:30 pm. First Saturday of each month 5:00pm-10:30pm. Thursdays 2:30pm-3:30pm. Fridays 4:00pm-5:00pm. Any in-service or holiday events; 7:30 am to 2:30 pm. If all duties are not complete by the end time, it may be necessary to stay later.

## **FLSA STATUS**

Temporary, Non-Exempt

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#### WORK REQUIREMENTS DESCRIPTION PHYSICAL DEMANDS

Job Title: Summer Day Camp Counselor	Location: Rogue Valley			
<b>IN A TYPICAL WORK DAY, EMPLOYEE WOULD NORMALLY PERFORM THE FOLLOWING FUNCTIONS:</b>				
	Never (0% of shift)	Occasionally (up to 33% of shift)	Frequently (33-66% of shift)	Continuously (66-100% of shift)
Sit		X		
Stand				X
Walk			X	
Bend and/or Stoop			X	
Crawl and/or Climb		X		
Kneel		X		
Push		X		
Pull		X		
Work on unprotected heights		X		
Operate mechanical machinery	X			
Be exposed to marked changes in temperature and humidity				X
Be exposed to harmful fumes and/or other pollutants		X		
<b>USE FEET AND/OR LEGS FOR REPETITIVE MOTIONS:</b>				
Left			X	
Right			X	
<b>USE HANDS AND/OR ARMS FOR REPETITIVE MOTIONS:</b>				
Simple grasping				X
Firm grasping (Pushing/Pulling/Arm Controls)			X	
Fine manipulation				X
<b>LIFTING AND/OR CARRYING:</b>				
Up to 10lbs (Sedentary Work Level)				X
11-20lbs (Light Work Level)			X	
21-50lbs (Medium Work Level)			X	
51-74 (Heavy Work Level)		X		
75-100lbs (Heavy Work Level)		X		
<b>WORKING CONSIDERATIONS:</b>				
Dust			X	
Dirt			X	
Heat			X	
Cold			X	
Fumes		X		
Chemicals		X		
Noise				X
Vibration	X			
Water		X		
<b>ADDITIONAL COMMENTS:</b>				
Oversight of program participants requires great verbal, hearing and vision skills as well as great mental concentration.				
Supervision of program participants in partnership and team environment- must work well with others.				
Works outside with clients at program sites, exposed to the elements and using playground equipment.				