## Via Rehabilitation Services, Inc. Job Description

**Title:** Program Staff (Proggie)

**Department:** Camp and Recreation Services, Via West Campus

**Reports To:** Program Director and Associate Director

**Pay Rate:** \$410 per weekend

Online Application: https://viaservices.wufoo.com/forms/z133xmib1kw1a8p/

#### **SUMMARY**

The program staff are an essential team at camp. Program staff are responsible for running group and camp wide activities for camp. Program staff will be responsible for prepping for their own rotations, ensuring that material is at specified location, and executing the rotation.

# **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. \*Other duties may be assigned upon hire

- Lead a variety of rotations including...
  - o Sports (soccer, golf, yoga, etc)
  - o Arts and crafts (tye-dye, DIYs, etc)
  - o Science activities (slime, oobleck, etc)
  - o Culinary (Smoothie making, dinner, lunch, snack,etc)
- Sort take home items into take home bags
- Pass out food and make announcements during meal times
- Assist counselors who have 3:1s during rotations
- On field trips
  - o help with take-out lunches
  - o assist counselors with difficult participants

#### **QUALIFICATIONS**

- Must be comfortable speaking in front of small and large groups
- Must be flexible
- Must be team oriented
- Must be organized

#### **EDUCATION AND/OR EXPERIENCE**

- Previous experience with people with developmental or physical disabilities.
- Interest, knowledge, and skills in working with people with developmental disabilities
- Experience teaching or leading an activity preferred

### LANGUAGE SKILLS

• Effective written and oral communication, personal contact and organizational skills.

#### **OTHER**

- Community CPR and First Aid preferred
- Ability to lift up to 30lbs