



Primary Job Description and Performance Expectations

JOB TITLE: Program Staff

EMPLOYMENT TYPE: Full-time, Exempt or Part-time, Non-Exempt

REPORTS TO: Group Supervisor

WORKING HOURS: Variable, 7:45am-5:30pm, Monday-Thursday (Fridays during Summer)

DESCRIPTION OF ROLE

Responsible for engaging participants with intellectual disabilities to provide a safe, fun environment where our participants can thrive through social and recreational activities.

RESPONSIBILITIES

- *Safety:*
 - Always ensures safety of participants.
 - Ensures that all activities, equipment, and spaces are maintained to provide a safe environment for participants to thrive.
 - Packs away equipment used and cleans area after each activity.
- *Engagement:*
 - Always interacts and engages with participants in group activities.
 - Encourages and leads participants to take part in all activities to promote maximum participation.
 - Uses initiative to implement appropriate activities as needed.
 - Understands the varied needs of participants and adapts lessons to best fit each group.
- Follows direction of Team Leader.
- Manages the exchange of all relevant information regarding participants and activities to Group Supervisor.
- Understands the importance of providing quality programs and care.
- Maintains clear understating of the mission of The Exceptional Foundation.
- Adheres to The Foundation's Policies and Procedures and Employee Handbook.
- Obtains and maintains required certifications.
- Performs other related duties as assigned.

WORK CONDITIONS AND ENVIRONMENT

- Must be flexible and comfortable working in an environment that serves individuals with intellectual disabilities
- Ability to remain calm and willingness to assist participants in medical situations
- Should be physically fit and able to walk, dance, stand, lift, or meet other physical demands.

COMPENSATION AND BENEFITS

- Salary commensurate with experience
- Comprehensive health insurance



- Eligible for retirement plan contributions after 12 months of continuous employment with annual employer match