



**Job Opportunity
Recreation & Leisure Program
Facilitator
Limited Part Time
(10 – 12 hours/week)
(Afternoon-Evening hours)
Posted: April 3 2018**

Plan and participate in recreational events and activities for adults with special needs after 3:00 – 4:00 p.m. weekdays or on Saturday's. Enjoy activities such as sporting events, plays, cooking classes, movies, or arts and craft activities. Training provided. Great job for students -- we'll work around your schedule. And we guarantee you'll have fun too!!

Job Summary: Provides community- and center-based educational, recreational and leisure activities/events for individuals served. May assist with organizing and planning activities/events.

CORE Responsibilities:

Implements afternoon-evening and weekend recreational events and activities for clients in a caring and safe manner. (Events occur generally Monday – Saturday; weekday start time is 3:00 – 4:00 p.m., Saturday hours vary based on actual event.)
Completes all required records, reports and documentation regarding service delivery.
Assists with development and provision of individualized programming needs.
Provides transportation for clients in compliance with all driver responsibilities.

Key Requirements/Skills:

Prior experience in direct care-support role beneficial.
Excellent interpersonal and communication skills.
Valid WI drivers license with clear record.

Submit resume outlining applicable skills and experience to opportunities@portalinc.org.