



Portal, inc is a human service agency located in Grafton, WI (about 20 minutes north of Milwaukee). We are currently recruiting for a full time Recreation & Leisure Program Coordinator.

Our Recreation & Leisure Program allows adults with intellectual and developmental disabilities to socialize and build relationships while being an active community member. A monthly activities schedule allows individuals to choose their recreational options based on personal interests, availability and resources. Participants have the opportunity to pursue both current and new interests while reinforcing many life skills such as money management, personal decision-making, and social interactions.

We are excited to again be active in our communities; but ensure appropriate pandemic safety guidelines. Typical opportunities include theater productions, concerts, sporting events, creative cooking and art classes, outdoor adventures and festivals ... to name a few!

The Recreation & Leisure Program Coordinator has responsibility for overall coordination, implementation and monitoring of program activities.

#### CORE Responsibilities Include:

- Coordinating, implementing and monitoring afternoon-evening and weekend recreational events and activities for clients in a caring and safe manner. (Events occur generally Monday – Saturday.)
- Maintaining effective staff (both paid and volunteer) ensuring the provision of quality and safe programming.
- Completing all required records, reports and documentation regarding service delivery.
- Assisting with development and provision of individualized programming needs.
- Providing transportation for clients in compliance with all driver responsibilities.

#### Key Requirements/Skills:

Bachelor's Degree in Human Services/Rehabilitation/Social Work/Therapy Services or related field required.

Prior experience in direct care-support role required.

Prior leadership experience beneficial.

Proficiency in Microsoft Office.

Excellent interpersonal and communication skills.

Valid drivers' license with clear record.

Submit letter of interest/resume outlining applicable skills and experience to:

Human Resources Manager  
opportunities@portalinc.org  
Portal, inc  
PO Box 65  
1015 Cedar Creek Road  
Grafton WI 53024