

Recreation Services Events Coordinator

Full-time 30-40 hours – Benefit Eligible

Late Afternoon/Evening hours – Monday – Friday and 2 Saturdays a month

Do you ...

- Like being with people?
- Like supporting individuals in exploring and expanding their experiences?

Are you ...

- Energetic and enthusiastic?
- Compassionate and attentive?

If YES this job may be for you!

Portal inc is a Human Service's Agency supporting adults with developmental and/or intellectual disabilities.

The Recreation Services Events Coordinator implements and evaluates Recreation Program special events and programs, including PI Road Trips, Aktion Club, etc., **under the direction of the Social & Recreation Manager**

Activities are fully coordinated, organized and ready for implementation prior to event start time, ie, internal set-up, etc; external roster, tickets, money, etc. Makes adjustments during event/activity as needed to accommodate changes. Actively engages with participants, ie, conversation, interactions, participants needs.

Prepares and implements in-house and/or community-based activities for participants in a caring, safe and age appropriate manner

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- Completes all required records, reports and documentation regarding service delivery.
- Provides safe transportation of clients and/or supplies, equipment within Agency vehicles, always utilizing most efficient driving routes.
- Assists with development and provision of individualized needs.
- Assists with development of monthly Recreation Calendar of activities.

This position provides collaboration with all stakeholders (individuals, families, other Agency team members, etc.) with opportunities for person with disabilities to participate in their community as valued neighbors, productive workers and respected citizens. We also pay your entrance fees to our various events.

The successful candidate must possess:

- Minimum of one year direct experience with individuals with I/DD
- MUST be responsible, energetic, enthusiastic and LOVE working with Adults with I/DD
- Successful completion of required background checks
- Valid WI driver's license
- Excellent interpersonal and communication skills
- Independent problem solving skills
- Working knowledge of Microsoft applications



Staff and individuals served continue to adhere to recommended CDC COVID-19 precautions, ie focused on at-risk populations. Submit your resume or letter of interest to lpoor@portalinc.org. Pay is \$17 - \$18 an hour

Learn more of Portal, inc and the individuals we are honored to serve and support at www.portalinc.org