



City of Cheney
Employment Opportunity

ADAPTIVE RECREATION LEADER

SALARY RANGE \$11.25 - \$13.42 PER HOUR
6 - 20 HOURS WEEKLY/NO BENEFITS

General Definition

Under the direction of the Recreation Manager, the Adaptive Recreation Leader will work directly with participants with developmental disabilities of all ages in a safe recreational setting.

Essential Job Functions

- Know and understand all city and program policies, procedures, rules, and philosophies.
- Provide consistent enforcement of program rules and consequences in a positive manner. Follow the same rules as the participants.
- Ensure equipment and the facility are clean, well-maintained, and safe at all times.
- Assist in the monitoring, organization, and supervision of the program, facilities, and requirements.
- If an issue arises with staff members or volunteers advise the Recreation Manager in a timely manner.
- Be alert and open to new ideas.
- Work with the Recreation Manager to establish and maintain the budget for all trips, programs and classes.
- Assist in developing and implementing classes that are designed specifically for people with disabilities that meet physical, emotional and social needs, as well as inclusive settings in general recreational classes.
- Assist in planning activities that vary in sports, arts, cooking and life skills.
- Be familiar with emergency procedures.
- Work with the Recreation Manager on scheduling trips and activities.
- Establish a working relationship with EWU Therapeutic Recreation Program to gather volunteers to help assist in program and trip needs.
- This position may be responsible for driving participants in City vans to various events.
- This is a supplemental, year round, part-time position with no benefits.
- Hours will vary based on class offerings and enrollment. Hours are available for days, afternoons, and evenings as well as some weekends. This position is limited to working 1040 hours per calendar year.
- Provide programs that are in partnership with Washington State Special Olympics.

Required Abilities

- Interact with the public in an effective, customer-friendly manner, and establish and maintain effective working relationships with City staff and other organizations.
- Get along with others and work as a member of a team.
- Foster collaborative group process and efficiently use resources.
- Work independently and make appropriate decisions regarding work methods and priorities.
- Maintain confidentiality.
- Demonstrate a strong sense of personal ethics along with a high degree of professional judgment and discretion.

Preferred Qualifications

- Must be at least 21 years of age.
- Preferred degree in Therapeutic Recreation or Recreation Management.
- Certified Therapeutic Recreation Specialist preferred.
- Three to five years of experience in planning, implementing, and leading activities for people with disabilities is preferred.
- Class “C” CDL with passenger endorsement preferred.
- Must be enthusiastic, energetic, compassionate, and passionate about working with people with disabilities, as well as have an interest in community recreation.
- Must complete Special Olympics Coaches Trainings.
- Knowledge of coaching a variety of sports.
- Valid Washington State driver’s license.
- Current Food Handler’s Permit, Certified in First Aid, Child CPR, Adult CPR, and Bloodborne Pathogens.
- Ability to successfully pass a background check.
- Must be able to submit current, negative TB test results before employment begins.
- The ability to take initiative, make sound decisions, and troubleshoot problematic situations in an independent manner is required.
- Experience in budget planning.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear.
- The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts or in inclement weather conditions.

How to Apply

Individuals who are interested in applying for this position must submit a cover letter and resume to the Cheney Parks & Recreation Department. Cover letters and resumes may be mailed or delivered in person to the Cheney Parks & Recreation Department, Wren Pierson Community Center, 615 4th Street, Cheney, WA 99004, or emailed to kgbest@cityofcheney.org. Application deadline is August 12, 2016.

For further information, please contact the Cheney Parks & Recreation Department at (509) 498-9250.

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