



## The Arc of San Diego Job Description

**Job Title:** PALS Coordinator  
**Department:** Personal and Leisure Services  
**Reports To:** Director of Operations – Community Living Services  
**FLSA Status:** Exempt  
**Job Code:** 1801  
**Pay Grade:** TBA  
**Prepared By:** Human Resources  
**Prepare Date:** March 13, 2015  
**Approved By:** David Schneider, President/CEO  
**Approved Date:** March 16<sup>th</sup>, 2014

A handwritten signature in black ink, appearing to read "David Schneider", is positioned to the right of the "Approved By" field.

### Summary

Oversees daily operations of the Personal & Leisure Services (PALS) department and Our Place Wellness Center.

### Essential Duties and Responsibilities

1. Researches, coordinates and administers group social/recreation activities for people with developmental and intellectual disabilities in four (4) distinct geographic areas: South Bay, East County, Central San Diego and North County Metro.
2. Recruits, trains, and supervises Certified Therapeutic Recreation Specialist student interns on an ongoing basis.
3. Develops and maintains Community Outreach Program to educate and recruit PALS volunteers (Recreation Leads and Recreation Assistants) with a focus on local colleges, service organizations, job/volunteer fairs and high schools.
4. Recruits, trains, and supervises PALS volunteers with the focus being on recruiting and maintaining the number of active volunteers necessary to provide regular activities for program participants.
5. Arranges and confirms facilities, destinations, transportation, and volunteer supervision needed for activities; attends local events as needed.
6. Organizes and monitors intake process and individualized assessment of program participants.
7. Maintains database of program participants, community partners, and activity contacts.
8. Provides direct care and supervision to participants as required.
9. Creates, and disseminates promotional materials, event directions and announcements to agency staff, volunteers, program participants, and community partners.

10. Coordinates weekly fitness and therapeutic schedule for Our Place Wellness Center, the agency's adaptive fitness and rehabilitation center.
11. Assists in developing, coordinating, marketing and managing operations of Our Place Wellness Program (adaptive/functional fitness, art/music therapies, adaptive Zumba / yoga, nutritional education, etc.).
12. Maintains program and activity budget reports, receipts and event expenses.
13. Serves as liaison to Arc San Diego staff, community partners, parents, and volunteers in related fields to advocate recreational opportunities available for persons with developmental and intellectual disabilities.
14. Collaborates with Marketing and Development department in identifying fundraising prospects for programs.
15. Assists in maintaining departmental supplies (office, travel, program, etc.) and orders, replaces or purchases as required.
16. Assists in maintaining condition of agency vehicle(s) including completing vehicle daily inspection reports. Responsible for ensuring volunteer drivers are completing vehicle inspection reports.
17. Demonstrates on a daily bases the organization's Vision, Mission and Core Values.
18. Ensures safety and welfare of staff, volunteers and consumers and follows adopted procedures in order to report accidents, hazards, incidents, or unsafe conditions to immediate supervisor. Is a mandated reporter of suspected abuse and will follow all guidelines established to meet this requirement.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Bachelor's Degree in Recreation Therapy and CTRS certificate preferred: must have 1 year of related experience, 2 years experience working with persons with developmental / intellectual disabilities, and at least 6 months experience in a supervisory position. Recreational background with emphasis in: volunteerism, program planning / assessment, and participant assessment. Must have a valid California Driver's license, 36 months of driving experience, and be able to transport consumers in an Arc vehicle.

### **Language Skills**

Ability to read and comprehend detailed instructions, correspondence, program materials and memos. Ability to write correspondence, memos, and program materials. Strong written and verbal communication skills. Ability to communicate effectively with persons with developmental / intellectual disabilities, families, volunteers, travel representatives and other care providers.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Must have the ability to maintain a high level of confidentiality; strong organizational skills and detail oriented; good follow through skills; and the ability to prioritize and work effectively with all departments.

### **Computer Skills**

To perform this job successfully, an individual must have hands-on experience with MS Office and e-mail.

### **Physical Demands**

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 regularly required to participate in physical activities including extensive walking in various terrains and long periods of standing and sitting. Fine motor actions of hands, wrists and fingers are required along with the ability to withstand repetitive hand, wrist and finger movement. The ability to use hands to manipulate finger, handle or feel is required. The employee must be able to reach with hands and arms; and to talk, see and hear. The employee maybe required to stoop or crouch. The employee must be able lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing 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, works 50% in an office environment and 50% in an outdoor, community and travel environment (including rigorous physical activities). Schedule can include working days, evenings, weekends and occasionally long periods of time (more than 3 days) away from the San Diego area. There will be exposure to bodily fluids and secretions that require proper handling or disposal, and exposure to chemicals in related to cleaning products. Coping with occasional behavior problems may expose the employee to physical risk. The noise level in the work environment is normally moderate. The necessity for commuting within the community and beyond also subjects this position to all hazards normally associated with vehicular travel and other forms of transportation.