

**JOB TITLE:** Assistant Director of the Lehigh Evening Recreation Program

**JOB STATUS:** Non- Exempt

**REPORTS:** Director of Evening Recreation

## **GENERAL SUMMARY**

The Assistant Director will help Director oversee, prepare and plan all activities for the Evening Recreational Program. In addition, they will assist clients and direct assistants regarding the nightly activities.

## **EDUCATION AND EXPERIENCE**

High School Diploma/GED, 2 years of experience working with individuals with intellectual and developmental disabilities. Must have good organization and planning skills.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

### **Duties and Responsibilities**

1. Oversee each activity, and assist clients, and assistants with nightly activities.
2. Assist Director prepare and plan each activity (by calling and contacting all professionals/business, personal)
3. Foresee and prevent problems, (i.e. client conflicts, accidents, etc.)
4. Resolve problems and emergencies as they arise.
5. Prepare and serve snack.
6. Prepare and distribute paperwork.
7. Respond to client, parent, assistant, and/or caregiver concerns. Relate concerns to supervisor, which cannot be resolved otherwise.
8. Help in the clean-up, straighten-up of The Arc building afterwards.
9. Sign clients in and record the dues collected.
10. Act as cheerleader, m.c., d.j., and all-around morale officer.
11. Several times a year it is essential to work on activities such as talent show, semi-formal, picnics, etc that may require more time than usual.
12. Have a positive encouraging outlook.
13. Be in contact with supervisor about concerns and accomplishments of program.
14. Assist Director design, plan, and set-up all activities for the program every 3 months.

**Requirements for Continued Employment:**

- 1). Successful completion of the 90-day initial performance evaluation period (for new employees and current employees in a new position).
- 2). Successful completion of job responsibilities.
- 3). Documentation that employee has the necessary security clearances

**PHYSICAL DEMANDS**

No unusual working conditions or health hazards inherent to the position

Is there any reason why you would not be able to fulfill the requirements of the job?  
\_\_\_\_\_Yes \_\_\_\_\_No. If yes, reason: \_\_\_\_\_

I have read the job description and agree to its provisions.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date