



Social Recreation Coordinator Job Description

PURPOSE OF THE POSITION

The Social Recreation Coordinator is responsible for management of all social and recreation activities for The Arc, Susquehanna Valley in order to provide socialization and fun activities for people with intellectual and/or developmental disabilities and their friends & families. The goal of the position is to provide events which increasingly mix the population we serve with all others who may enjoy our events and interacting with our self-advocates.

SCOPE

The Social Recreation Coordinator reports directly to the Executive Director. He/she will also work closely with the Director of Programs and the Administrative Assistant. He/she will plan, coordinate, implement and attend all Arc social and recreational activities including, but not limited to, special occasion dinner dances, trips, bowling, and any other activities approved by the Executive Director. The Social Recreation Coordinator will monitor and survey the Arc membership each year so that adequate events can be planned that meet the needs of our self-advocates within financial and staffing considerations. If possible, a new Social Recreation Coordinator will train and work under the former Social Recreation Coordinator for a time to assure continuity.

This position is currently part time position with no benefits.

RESPONSIBILITIES

See page 3 for details.

Main Activities

With help from other staff and volunteers, prepare a yearly activity schedule for The Arc, including but not limited to dinner/dances, picnics, trips, bowling, etc.

Ensure facility policy and regulations are adhered to.

Order all supplies for Arc events within budgetary constraints and with permission of the Executive Director.

Be the primary staff member responsible for recruiting volunteers to help on the day of events to set up or tear down at the event location when necessary. Monitor the use of recreational equipment and facilities.

Attend all Arc events that the Social Recreation Coordinator has responsibility for.

Work closely with Executive Director to determine appropriate funding for yearly events.

Design flyers and other advertising materials for inclusion in Arc newsletters using office or your personal computer.

Along with staff and volunteers, evaluate the effectiveness of social/recreational activities and identify areas where new activities, if any, are needed.

Administer recreation programs to ensure that programs are delivered within guidelines and budgets

Distribute information about Arc social/recreational activities when appropriate.

Provide brief activity reports every other month for Board of Directors. Attend board meetings when requested.

Social Recreation Coordinator will be the primary liaison to any agency that helps fund our social/recreation events including, but not limited to Northumberland County BH/IDS, CMSU Region, etc.

Be the lead staff member for any special events whose purpose is to raise funds.

The position will work closely with the administrative assistant and clerk to assure proper event attendance tracking, accounting and ticket sale functions.

Perform other related duties as required.

Job Requirements/Responsibilities/Skills/pay/benefits

Be able to work a flexible schedule. Many work hours are on weekends due to the nature of social activities for employed persons.

Plan, implement and attend ALL Arc events that the Social/Recreational Coordinator is responsible for. Attendance is **mandatory**. Only in rare circumstance and in an emergency is the requirement waived. If this situation arises, the coordinator must make arrangements to have someone else perform their duties and time may be subtracted from regular hours to pay for a replacement.

Be able to work in Arc offices during the week, when requested and/or necessary.

Have strong communication skills, such as speaking, writing, etc. Be comfortable speaking in front of large groups of people.

Be proficient using a PC or laptop computer.

Some organization work and arrangements may be done from home, but this is limited and must be approved by the Executive Director.

Be proficient using Microsoft Office products, primarily Word.

Be willing to learn Excel, PowerPoint, and FileMaker Pro database.

Be comfortable using the Internet. Have access to it at home when necessary.

Be capable of lifting 40 pounds.

Have and maintain a current valid PA driver's license.

Be able to drive The Arc 10 passenger van when necessary.

Must successfully pass a Criminal Background check, and Child Abuse Clearance check prior to a formal job offer being made. The Arc will pay for the clearances to be conducted.

Within thirty days (30) of date of hire, he/she must successfully complete an online Mandated Reporter Training.

Hours, rate of pay, benefits, probationary period

Probationary period = 90 calendar days from date of hire.

Rate of pay = \$10.30/hr x 10-20 hours per week (gross) flat rate.

Hours = Will vary each week according to worker and event schedule/needs.

Benefits = None

Employees are paid via direct deposit every two weeks. Employee must have a personal checking or savings account for the pay to be deposited into.

Wages may be adjusted from time to time based solely on action of The Arc Board of Directors.

Print Name: _____

Social Recreation Director

Date

Robert Roush, Executive Director

Date

Signature indicates that you fully understand and agree to all job requirements on Pages 1 through 4 outlining the Social/Recreation Coordinator position.