



## **Program Volunteer**

**Classification:** Volunteer

**Supervised by:** Program Manager

**Department:** Program

**Position Status:** Part Time Volunteer

**Fair Labor Standards Act:** Non-Exempt

**Hours:** Varies

**Revise Date:** January 2023

**Summary:** Responsible for assisting in program implementation, supervision, and safety of SEASPAR participants, property, equipment, and monies while working community based therapeutic recreation programs.

### **Position Qualifications:**

- High school or college diploma preferred.
- No formal experience required; minimum one-year experience working with individual with disabilities preferred; working knowledge of disabilities.
- Must be 16 years of age or older and able to perform the job functions independently of others.
- Availability to commit to assigned volunteer times.

### **Key Responsibilities:**

- Assist in the implementation of recreation activities for individuals with disabilities.
- Work with full-time staff, program supervisors, program assistants, volunteers, parents, community partners, member entity staff, and individuals with special needs.
- Assist with the supervision of and participate in all planned activities.
- Adapt activities, rules, equipment and/or supplies as needed to ensure quality participation and the most independent participation possible.
- Provide the appropriate attention to participants in all situations.
- Manage assigned group or individual.
- Interpret and use knowledge of the physical, mental, and medical limitations of participants to the benefit of the program.
- Discuss staffing concerns/issues with Program Manager.
- Be alert and responsive to health and safety needs of the participants and staff.
- Implement proper disciplinary techniques. Provide behavior management when necessary.
- Ensure that the facility/program site as well as any equipment is properly maintained.
- Read, understand, and abide by all SEASPAR policies and procedures.
- Regular and predictable on-site attendance.
- Other duties as assigned.

### **Marginal Responsibilities:**

- Motivate participants and act as an advocate when necessary.
- Attend all job-related season orientations, in-services, conferences, and workshops as directed by supervisor.
- Be dependable and punctual.
- Encourage participation and development of friendships with other participants in the program.
- Gathering, loading, transporting, and setting up equipment if necessary. Loading/unloading and transporting participants in a safe manner.

## Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Worker Traits:** Demonstration of enthusiasm, strong interpersonal skills, communication skills, and the ability to work effectively with people with disabilities, SEASPAR staff, SEASPAR member entity staff, parents/guardians, participants, and community groups, as well as members of the general public.
- **Safety and Security:** Use good safety awareness, judgment and always follow SEASPAR policies; report potentially unsafe conditions; use equipment following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- **Problem Solving:** Identify and appropriately resolve problems in a timely manner; gathers and analyze information skillfully, develop alternative solutions; work well in group problem solving situations; use reason even when dealing with emotional topics.
- **Interpersonal Skills:** Focus on solving conflict, not blaming; maintain confidentiality; listen to others without interrupting; keep emotions under control; remain open to others' ideas; and try new things.
- **Oral Communication/Language Skills:** Speak clearly and effectively in all situations; listen and ask for clarification from supervisor if needed; respond appropriately to questions; read and interpret all necessary agency documents.
- **Written Communication:** Write clearly and informatively; edit work for spelling and grammar; be able to interpret written information; and present clear, legible handwriting for all SEASPAR forms and documents.
- **Judgment/Reasoning Ability:** Exhibit sound and accurate judgment when making all program related decisions; solve problems involving a few concrete variables; include appropriate people in the decision-making process.
- **Professionalism:** Approach others in a tactful manner, react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments.
- **Adaptability:** Adapt activities based on the skill level and needs of each participant to encourage appropriate participation on a regular basis. Adapt to changes in the work environment; manage competing demands; change approach or method as necessary; deal with frequent changes, delays, unexpected events or program cancellations.
- **Attendance/Punctuality:** Demonstrate consistent attendance and on time arrival; ensure responsibilities are covered when absent; arrive at meetings, in-services, and trainings on time.
- **Dependability:** Follow instructions, respond to management direction; take responsibility for own actions; keep commitments; commit to long hours of work when necessary; and complete tasks on time.
- **Leadership:** Lead participants to have successful recreation experiences, demonstrate positive interactions with other staff members, individuals with disabilities, and parents/guardians; the ability to enlist the support of others to accomplish a common task.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is required to stand and walk. The employee must occasionally lift and/or transfer up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**SEASPAR is an Equal Opportunity Employer** which has been, and will continue to be, a fundamental principle at the agency, which bases employment upon personal capabilities and qualifications without discrimination because of an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), age, national origin, citizenship status, work authorization status, ancestry, marital status, veteran status, disability, association with a person with a disability, sexual orientation, genetic information, unfavorable discharge from military service or military status, civil union partnership, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other protected characteristic as established by law.

Applicants requiring a **reasonable accommodation** to participate in the hiring process may contact HR at [info@seaspar.org](mailto:info@seaspar.org)

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*This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.*

*I acknowledge that my job description was reviewed with me on the date listed below.*

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Volunteer Signature

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Date