

Hayward Area Recreation and Park District EMPLOYMENT OPPORTUNITY

Instructional Aid for Special Needs Adults

Position Classification III Starting pay \$17.15 per hour/DOE; Part-time/substitution



THE POSTION

Under general supervision of the Recreation Supervisor, the Recreation Coordinator, and the Program Instructor, the part-time Instructional Aid will assist in facilitating educational, vocational, and recreational training at Sorensdale Recreation Center that provides educational and leisure activities for persons with intellectual/developmental disabilities.

EXAMPLE OF DUTIES

- Ability to follow instruction by the Program Instructor. Ability to lead small groups of students in various classroom activities.
- Supervise and ensure safety of participants during program hours
- Personal assistance to participants including toileting as needed
- Attends job specific trainings
- Perform other duties as assigned

MIMIMUM QUALIFICATIONS

- Experience working with individuals with intellectual/developmental disabilities
- Must be a team player, flexible and reliable
- Strong personal value of treating program participants with dignity and respect.
- Possess or obtain by date of employment valid certification in CPR and First Aid
- Attend orientation training

KNOWLEDGE AND ABILITIES

- Minimum of one year working with adults with intellectual/developmental disabilities.
- Basic computer skills
- Fit condition for facilitating physical education, gardening, and community outings
- Strong communication skills
- Bi-lingual/Spanish or Chinese a plus

IMPORTANT INFORMATION

- Position open until filled
- All applicants must complete a H.A.R.D. application
- ADA please notify this office regarding the type of reasonable accommodations needed 3 days following recruitment closing date
- Applications can be picked up and delivered to:
H.A.R.D.
Attn: Sp. Needs Supervisor
1099 "E" Street
Hayward, CA 94541

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS FOR THE POSITION:

- Proof of U.S. residency
- Ability to obtain First Aid and CPR certification required
- Proof of negative TB Skin Test
- Food Handlers Certificate
- Possession of a valid CA Drivers License
- Any offer of employment to an adult employee who will have direct contact with minors is conditional upon a satisfactory fingerprint clearance and background check (DOJ)

H.A.R.D. IS AN EQUAL OPPORTUNITY EMPLOYER

FOR MORE INFORMATION OR TO APPLY (510) 881-6778 or 881-6768 OR WWW.HAYWARDREC.ORG