

# Hayward Area Recreation and Park District EMPLOYMENT OPPORTUNITY

## Program Instructor for Special Needs Adults

Recreation Specialist IV \$22.68 - \$28.95 per hour/DOE; Part-time/substitution



### THE POSITION

Under general supervision of the Recreation Supervisor and the Recreation Coordinator, the part-time program instructor will facilitate 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 instruct and lead students in various classes; such as music, performing arts, gardening, stress management, physical fitness, social skills, women's and men's health, art, cooking, health, functional math and literacy, and computer education
- Prepares materials for daily program activities and keeps accurate records of participant's progress toward ISP goals for annual reviews
- Supervise and ensure safety of participants during program hours
- Personal assistance to participants including toileting as needed
- Attends job specific trainings
- Other duties as assigned

### MINIMUM 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
- Bi-lingual a plus, but not necessary
- Attend orientation training

### KNOWLEDGE AND ABILITIES

- Minimum of two years 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
- Submit applications in person or email at [keid@haywardrec.org](mailto:keid@haywardrec.org)

### LICENSES, CERTIFICATES AND OTHER REQUIREMENTS FOR THE POSITION:

- Proof of eligibility to work in the U.S.
- First Aid/CPR/AED certification
- 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)
- Applications can be picked up and delivered to:  
H.A.R.D.  
Attn: Sp. Needs Supervisor  
1099 "E" Street  
Hayward, CA 94541

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](http://WWW.HAYWARDREC.ORG)