ACTIVITY INSTRUCTOR

Department/Program: Wediko Summer Program
Reports To: Program Manager
Job Category: General Staff/Exempt
Status: Temporary/Seasonal

Job Summary
All Summer Program staff are assigned to a cabin group, and as such are responsible for establishing a safe and therapeutic environment for our students in which they will be able to identify their strengths, and develop and practice new skills. They would develop skills working for a human services agency while making a difference in the lives of others. They should be able to establish relationships with our students while maintaining professional boundaries. Excellent interpersonal and communication skills are required.

In addition to their cabin group, the Activity Instructor is assigned to a specific therapeutic activity for 4-7 hours per day. The Activity Instructor creates and maintains lesson plans, engages the students in the activity, and documents gains made by the students.

Essential Functions
• Provide direct care and be a consistent presence for assigned cabin group
• Consistently model appropriate behaviors, emotions, and communication skills, i.e., anger management, conflict resolution, and problem-solving skills
• Engage with students and actively participate in all activities
• Lead and/or assist with behavioral interventions outlined in training model
• Utilize approved behavior management techniques including use of therapeutic holds when physical intervention is necessary for crisis management
• Ensure daily student checklists are completed with fidelity
• Seek and/or utilize feedback provided by Clinical Group Supervisors for professional development
• Assist students in gaining the skills needed to live in a less restrictive setting
• Utilize agency policies when responding to emergencies
• Maintain a safe environment by reporting safety concerns to the appropriate staff

Activity Specific Functions
• Begin assigned activities on time
• Create appropriate lesson plans for daily activities
• Organize and execute lessons for the activities for all the groups on setting
• Implement and manage Activity Mastery Level program
Minimum Requirements

- Activity Instructors must be at least 18 years old
- Must have completed some level of college education
- Strong communication and interpersonal skills
- Ability to approach challenges in a supportive and creative manner
- Adaptability in an ever-changing work environment
- Must be able to manage his or her assigned activity as the daily schedule demands

Abilities Required

Employees are responsible for transportation to one of the pickup and drop off locations at the beginning and end of the summer. During the summer, on days off, employees are responsible for acquiring transportation to/from the New Hampshire campus. A driver’s license is convenient; but, it is not necessary to perform work responsibilities. Most of work is outdoors in a rural environment, which means exposure to heat in summer. Duties may require employees to be outside during adverse weather. The duties of the position involve standing for the vast majority of the work period. Employees are required to physically escort or hold students therapeutically to prevent students from being a danger to self or others. Employees may be required to move equipment 50lbs or more. Employees may be exposed to high noise level for extended periods of time related to event type.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodations. Reasonable accommodations will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, limitations related to the disability and the ability of Wediko Children’s Services to accommodate the limitation.

Disclaimer

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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<th>Jose Perez</th>
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