



JOB DESCRIPTION

Position: R.O.A.D.s Program Instructor
Supervisor: Associate Director of Operations
Status: Hourly/Non-exempt
Work Schedule: Varies according to schedule set by program managers
A position with fluctuating hours based on participant enrollment

Job Summary

R.O.A.D.s Program Instructors will work directly with an assigned group of approximately four (4) members with developmental disabilities, acting as a positive adult role model, coach, and mentor. Program Instructors must have a genuine interest in the growth, development, and provision of a safe and nurturing environment for the members they teach. A Program Instructor's ability to establish authority through leadership, communication, and most importantly, patience, will be required in giving our members the stability and nurturing atmosphere they need to succeed. Program Instructors will assist in planning and preparation of the creative learning environment, establishment of interest centers, and preparation of needed program materials and supplies.

The Program Instructor is a San Diego Regional Center (SDRC) funded position based on the SDRC calendar year. In addition, this position is based on job performance.

EDUCATION and/or EXPERIENCE:

- It is preferred that the Program Instructor possess a BA/BS and have 2-3 years experience in developing and implementing enrichment programs.
- Ability to speak and write Standard English appropriate in a public school setting
- Must pass LiveScan & LexisNexis criminal background check and fingerprinting, and pre-employment drug screening
- First Aid and CPR certification
- Valid California Driver's License and insurance
- Excellent communication skills – ability to communicate effectively and maintain positive interactions with members, families, SDRC member advocates, Program Manager, and Boys & Girls Clubs of Oceanside

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead a group of approximately four (4) members in an instructional setting, maintaining high standards for behavior and safety.
- Serve as a positive adult role model for adults in the program through appropriate dress, speech, attitude, and courtesy.
- Plan and implement activities that align with member's program goals, enrichment, and physical activity utilizing curriculum and materials provided by the program.
- Able to engage in physical activity without limitations.
- Create an engaging environment that fosters a sense of belonging.
- Support adults in making positive behavior choices and take disciplinary measures when appropriate that align with BGCO policies and procedures.

GREAT FUTURES START HERE.



- Engage members by following, implementing, and assisting in creating lesson plans.
- Ensure members' safety by assisting in set up, break down, and ongoing maintenance in an effort to keep the BGCO or community site clean, safe, and orderly.
- Promote positive interactions between volunteers and students in accordance with established SDRC and BGCO guidelines.
- Maintain members' safety by taking roll and reviewing sign in/out forms for members and volunteers.
- Identify members' needs and communicate to Program Manager, parents, and volunteers as appropriate.
- Commit to the members and the program by arriving on-time every day and completing timecards appropriately.
- Participate in staff development activities.
- Performs other duties as assigned.

OTHER RESPONSIBILITIES

- Implements the safety plan at the site.
- Possess reliable transportation to and from Program site.
- Arrives punctually in order to meet responsibilities in program start up and assignments. Maintains close communication with Program Manager regarding planned or emergency absences for the same reason.
- Maintains highest degree of confidentiality in staff, member and volunteer matters.
- Complies with organization and site policies and follows procedures.
- Provide required documentation accurately and in a timely manner.

OTHER SKILLS:

- Ability to work cooperatively and collaboratively with members, staff, parents and community leaders.
- Ability to communicate effectively and demonstrate sensitivity to others.
- Excellent organizational and management skills.

PHYSICAL DEMANDS:

- Ability to frequently stand, walk, stoop, sit, crouch, bend, speak, and hear.
- Ability to engage in physical activity with members without limitation.
- Ability to lift, carry, pull, or otherwise move objects between 10 and 20 pounds.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

I have read and agree to carry out the above stated job responsibilities.

Employee Name: _____ Date: _____

Employee Signature: _____

The declarations listed above are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be a total listing of the skills and abilities required to do the job, rather, they are intended only to describe the general nature of the position. Other duties and/or responsibilities may be assigned as needs arise.

GREAT FUTURES START HERE.