

**CITY OF BELLINGHAM**

**JOB DESCRIPTION**

**JOB TITLE:** Developmental Disability Program Leader/Preschool Assistant

**ENTRY**

**PP**

**CLASS TITLE:** Recreation Leader

**PART-TIME**

**DEPARTMENT:** Parks and Recreation

**JOB SUMMARY:**

Plans and leads a variety of recreational and enrichment activities for developmentally disabled children and adults.

Under the direction of the preschool teacher, designs, plans, and carries out preschool program activities for 3 - 5 year old children.

**SUPERVISORY RELATIONSHIPS:**

Development Disability Program -- Reports directly to the Recreation Supervisor. Supervises program staff and volunteers. Works independently with a minimum of supervision.

Preschool Program -- Reports directly to the Preschool Teacher.

**WORK PERFORMED:**

Developmental Disability Program:

1. Plans and schedules recreational and enrichment activities for developmentally disabled children and adults. Prepares daily curriculum and activity schedules.
2. Assigns, directs and reviews work of program staff. Assigns and monitors activities of volunteers working within the program.
3. Identifies and requests supplies to meet program needs and submits attendance and program reports.
4. Works directly with participants in leading a variety of activities including field trips, arts and crafts, sports and outdoor games.
5. Meets with parents and group home staff to recognize the special needs and behavioral problems of individual children.
6. Prepares program information sheets for distribution.
7. Plans, schedules and leads activities for the Saturday Drop-In Program for developmentally disabled children and adults. Activities include field trips, community outings, sports, and social activities.

8. Performs related duties as assigned.

Preschool Program:

1. Under the direction of the Preschool Teacher, participates in the planning and scheduling of recreational and enrichment preschool program activities.
2. Works directly with children in arts and crafts, music, educational, social, and outdoor activities.
3. Keeps abreast of current developments in the field of early childhood education.
4. Assumes leadership of class activities when teacher is not present, attending training sessions or meetings with parents.
5. Performs related duties in class as assigned.

**PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):**

- Knowledge of the special needs of developmentally disabled children and adults.
- Ability to work independently and with a minimum of supervision.
- Leadership skills for supervising staff and volunteers and for leading participants in daily activities.
- Good oral and written communication skills.
- Ability to create and design a variety of recreational and enrichment activities for developmentally disabled children and preschool children.
- Interpersonal sensitivity sufficient to recognize the special needs of individual children.
- Good planning, time management, and organizational skills.
- Ability to meet the physical demands of the job.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Prior experience in a leadership role working with developmentally disabled children preferred.
- CPR and First Aid training preferred.

**PREPARED BY:** Kerry Sicklich  
August 30, 1985

**REVIEWED BY:** \_\_\_\_\_  
Byron Elmendorf, Director  
Parks and Recreation

**COMMISSION ADOPTION:**