



BOROUGH OF PARAMUS
475 FARVIEW AVENUE
PARAMUS, NEW JERSEY 07652
201-265-9322

BOARD OF RECREATION COMMISSIONERS

E-mail: Egrill@paramusborough.org
sgarino@paramusborough.org
mschaffer@paramusborough.org

**APPLICATION
SPECIAL NEEDS PROGRAM ASSISTANT**

Name: _____

Cell Phone: _____ Home Phone: _____

Home Address: _____

E-mail Address: _____ Shirt Sizes (Mens Sizes) _____

Education, Certifications: _____

Emergency Contact Information: *Name:* _____ *Phone:* _____

Have you worked for us in the past? Y or N. If yes.. What year did you begin? _____

RECREATION SPECIAL NEEDS ASSISTANT

DEFINITION:

Under the direction of Recreation Director, or Program Coordinator assists in the organization and implementation of the recreational program for participants that need extra assistance. Does related work as required.

EXAMPLES OF WORK:

- Assists in the planning, approach and direction of recreational activities to improve the physical, mental, and social wellbeing of participants.
- Provides opportunities for creativity, behavioral outlets, learning and the refinement of physical or social skills; participates directly in such activities as sports, dramatics, nature study, social activities, dancing, games, arts, and crafts in accordance with the participant's need, capabilities, interests, emotional, and social characteristics.
- Takes part in activities with volunteers and other staff members and enlists their support in order to gain optimistic response and improvement of the participant.
- Prepares reports for staff reflecting the individual participant's recreations, and indications of progress or regression.
- Assists in evaluating the participant's recreational needs, limitations, capabilities, and when necessary, modifying the individual's program of activities.
- Maintains equipment and supplies.
- Distributes equipment and supplies as needed.
- Assists with the indoor and outdoor programs.
- Takes the measures to insure the safety, welfare, and custody of participants during classes at all times according to recreation standards.
- Sees to it that work areas are maintained in a reasonable clean condition according to recreation standards
- Instructs new employees and volunteers when assigned by the supervisor.
- Maintains the required recreational records and reports.

REQUIREMENTS:

All employees must complete a drug test before beginning work.

EXPERIENCE:

Two (2) years of experience in work involving recreational programs.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Special Note: Ability to physically participate in activities.

KNOWLEDGE AND ABILITIES:

- Knowledge of the methods for conducting a variety of recreational activities.
- Knowledge of educational, recreational and psychological theories pertaining to physical education and recreation.
- Ability to acquire knowledge adheres to of the policies, standards, and procedures of the particular facility in which employed.
- Ability to evaluate the participants' recreational needs and capabilities; when make necessary modifies to the program.
Ability to develop activities or equipment necessary to conduct recreation activities.
- Ability to adapt programs to the specific physical, emotional, or mental abilities of the participants.
- Ability to use judgment in selecting, planning, adapting and inventing the type of activity most beneficial to the participants.
- Ability to work with volunteers and members of other departments.
- Ability to learn quickly from written and oral instructions and from explanations and demonstrations.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.

COMPENSATION:

Hourly Pay: Starts at \$19.00/hr