



LISTEN DROP-IN

Recreation Assistant I **(Application on line)**

Supervisor: Program Director

Wages: \$10 - 12 per hour / no benefits

Hours of work: 25 hours a week (if you work Friday dances then you do not work on Sunday and vice versa)

Center hours of operation:

Monday - Friday 4pm - 9pm

Saturday closed, Sunday - 1-5pm

Major Responsibilities: In-House Activities

Carry out the daily in house activities

Volunteer coordination

Monthly Calendar and RAP session

Tracking daily activity data

Pickup and keep Center clean

Tracking daily activity data

Training and Experience that would be helpful:

Some experience working with people who have intellectual disabilities.

Ability to plan, organize and direct activities

Education: High School/GED

Module training and certification

CPR and First Aid certified

Computer Skills: Publisher, Print Shop, Excel, Word

Contact: Carla Tice, Program Director, LISTEN Drop-In

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