



Job Posting Summer Day Program Staff The Arc of the Mid Ohio Valley

The Arc of the Mid- Ohio Valley seeking a Part-Time Summer Day Staff for the Inclusive Summer Day Program that runs June 10, 2024- July 5, 2024 and is based out of Parkersburg South Baptist Church, Monday-Friday 8:00 am- 3:00pm. Salary starts at \$10/hour and will increase based on experience.

Essential Functions

- As a Summer Day Staff, you would be supporting students, with developmental and related cognitive disabilities, in assisting them in any and all activities within the program. Needs of students may vary from one to one staff support to one staff per group.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

- **SKILLS** are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices,
- **KNOWLEDGE** is required to perform basic math to be able to complete your timesheets; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems.
Specific knowledge-based competencies that are helpful include: nonviolent crisis intervention restraints; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; Food Handler's Safety, knowledge of stages of child development/ behavior.
- **ABILITY** is required to schedule activities and/or meetings; gather and/or collect data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances. Ability is also required to work with a diversity of individuals and/or groups; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines.
Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 20% sitting, 40% walking, and 40% standing. Be able to lift up to 40 pounds. The job is performed under conditions with exposure to variable program environments, temperature fluctuations, and risk of injury and/or illness.

Experience

Job related experience is helpful

Education

High School diploma or equivalent

Clearances

Criminal Background Clearance; Valid Driver's License, and Clean Driving Record Preferred

If you are interested or have any questions please reach out to Alexis Ullmann by email alexis.ullmann@thearcmov.org or by phone 304-422-3151