

About the Position:

The primary function of this position is to support teens and adults with developmental disabilities in community-based recreation programs so that participants may have the opportunity to achieve greater independence, experience personal growth, have fun, improve their health, and build friendships while maintaining a fun, inclusive and safe environment. This is a direct-service position that supports folks in engaging in a wide range of recreational activities.

Reports To: Program Manager

Expected Hours: Schedule is flexible and contingent upon availability; ideally averaging around 10-25 hours per week with room for growth as desired. Program shifts run Monday through Saturday; a schedule will be determined collaboratively upon hire. The ideal candidate will be able to work some Saturdays.

Compensation: This is an entry level position with pay of \$16-18 per hour. Paid time off is provided per Max Higbee Center's PTO Policy. Our positive, supportive workplace includes flexible scheduling, paid professional development time and training, a commitment to equity and inclusion, and a fun work environment focused on recreation in all its forms!

Essential Job Functions include, but are not limited to:

- Create and help maintain a welcoming, inclusive, safe, and respectful environment
- Help prepare and lead in-house activities and community outings while ensuring group safety and accommodating varying abilities and needs
- Assist with organizing and cleaning the facility
- Research program activities and assist in creation of monthly calendars
- Support and encourage members in participating in planned activities while also respecting their freedom of choice
- Communicate effectively and respectfully with all members, caregivers, family members and staff
- Facilitate activities and interactions with members during unstructured time in programs
- Maintain accurate records of attendance, payments, etc.
- Attend bi-monthly staff meetings
- Demonstrate and maintain appropriate boundaries with members and support members in creating appropriate personal boundaries and relationships both at programs and in the community
- Follow and enforce member support plans
- Comply with and follow all Max Higbee Center policies and procedures
- Write program reports and incident reports as needed
- Make transportation plans for scheduled activities

Required Qualifications:

- Must be able to carry a heavy (10 lb+) backpack during your shift and cover up to 5 miles in a shift

- Must be able to provide mobility assists to support members on outings, including people who use wheelchairs and walkers
- Must be able to pass an annual background check
- Must show or obtain CPR and First Aid certification within three months of hire
- Must be able to work in-person at our Bellingham, WA location
- Excellent interpersonal and communication skills
- Self-directed and self-motivated, including the ability to take initiative
- Strong time management skills, including being punctual and reliable
- Ability to maintain confidentiality of staff, volunteers, and participants
- Willingness to grow with feedback, professional development opportunities and constructive criticism
- Ability to multitask and work in dynamic, person-centered recreation environment
- Complete COVID-19 Vaccination is required for in-person, indoor group programming.

Desired Qualifications

- Experience working with people with developmental disabilities
- Proficient with Zoom meeting management

Accommodation

If you are applying for a job or internship at Max Higbee Center and have a disability and need accommodation for the application process or job duties, please contact the MHC Program Director at (360) 398-6669.

Nondiscrimination/Equal Opportunity

Max Higbee Center does not discriminate against any person on the basis of race, color, national origin, religion, disability, sex, sexual orientation, gender expression and/or identity, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All Inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Program Director at (360) 398-6669.

To Apply:

Submit the following materials to admin@maxhigbeecenter.org

- Statement of interest or brief cover letter indicating your qualifications and experience
- Resume
- References (at least 2 professional references)

Applications will be reviewed and interviews held on an ongoing basis until all openings are filled.