

Job Posting
7/9/09

PROGRAM SUPERVISOR

Children, Youth and Adults

FULL TIME/EXEMPT -Nights and weekends required

Essential Functions:

Plans and implements the social, recreational, and independent living skills programs under the direction of the Program Manager. Has broad knowledge of principals and practices of special recreation and developmental disabilities. Oversees development of curriculum and/or activity plans for all assigned programs. Coordinates classes, activities, facility usage and van routes. Supervises activity instructors, volunteers, and interns within specific programs. Act in a professional manner, observing member rights and confidentiality.

Position will be in charge of the following programs:

After School Program, Fun Factory, Teens Hang Out, Summer Adventure Camp and Adult Friday Night.

Qualifications: Bachelor's degree in Human Services/Special Recreation preferred. At least 3 years working with people with disabilities and 1 year supervisory experience. Applicant should have experience in planning and implementing activities, classes or programs. Experience working with children/teens a plus.

Email resume along with cover letter **By 7/24/09**
to maureen@centerforenrichedliving.org