

Job Description

Job title	ROC Eastman Family Recreation Practitioner (family support)		
Hours	10 hours per week on average (flexible days & hours)		
Reports to	Executive Director	Wage (independent contractor)	\$17-18 per hour

Job purpose

To provide children and their families assistance to reduce barriers to positive recreation activities, while showing them the highest level of respect and compassion. Strong focus on building community partnerships to ensure long term sustainability.

Duties and responsibilities

- Adhere to ROC mission, vision and values, and strict confidentiality policies
- Connect with families (mostly in their homes) to discover values and interests in recreation and leisure
- Develop individual recreation plans for each child and ensure the plan is agreed upon by all
- Implement our Leisure Education tools with children and families (game-based discovery)
- Assist the family with coordinating recreation plans (including registration of children in activities, transportation support, obtaining equipment, and ongoing trouble shooting)
- Evaluate recreation plans and Leisure Education tools (includes conversational interviews, staying current with child(ren)'s recreation involvement and progress)
- Address safety and supervision of children in their chosen activities
- If occasionally needed, provide supervision and transportation for children in their chosen activities, if mutually agreed upon by the Family Recreation Practitioner and the family
- Develop positive relationships with organizations, social service agencies, activity providers and other resources
- Work collaboratively with all ROC staff and participate in staff meetings
- Participate in ROC Eastman Board and committee meetings by invitation
- Maintain family progress reports
- Adhere to set budgets
- Provide regular written reports to the Executive Director as required
- Adhere to ROC policies and procedures
- Attend conferences and workshops pertinent to ROC as required
- Participate in ROC fundraisers, presentations and donor relations as required

Qualifications

- Preference will be given to applicants with a degree in Recreation Management and Community Development, experience in outreach work, and strong community involvement
- Excellent communication and interpersonal skills with adults and children
- Good knowledge of Excel, Word, emailing, texting, scheduling tools, and respectful communication
- Must have a valid driver's license and own a vehicle
- Criminal record check and Child Abuse Registry check is required

Considerations

Applicant should be aware of ROC's unique and independent work environment. As we do not have a public office, we work mostly from our homes and family's homes. This requires a high level of personal organization, communication, and commitment.