



POSITION: **ACTIVITY LEADER / INSTRUCTOR**
DEPARTMENT: Community Programs
SCHEDULE: Monday – Friday: 7:30 am – 4:00 pm
PAY RATE: \$16.00 per hour

Summary:

Responsible for the social, educational and community instruction of clients with disabilities within a structured program or the community. This position will support the L.I.N.K. program three (3) days per week and facilitate the Building Full Lives program two (2) times per week.

Essential Duties and Responsibilities include but are not limited to the following.

Activity Leader (3 days per week):

- The L.I.N.K. (Learn. Include. Nurture. Know.) is a Day Service program which provides a combination of recreational, life skills and community interest opportunities.

Building Full Lives (2 days per week):

- Building Full Lives provides people who are already working in the community with support to build new skills, stay healthy, maintain friendships, and contribute to their communities.

Qualifications:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:**

High school diploma or equivalent and one year related experience and/or training or equivalent combination of education and experience.

- **Computer / Technology Skills:**

Microsoft Outlook, Word, and Excel; Adobe Acrobat; File Explorer

- **Transportation:**

Essential duties typically require a valid WI driver's license, a good driving record, and access to an adequately insured vehicle.