



Recreation Program Assistant

Reports To:	Recreation Manager
Department:	Recreations
FLSA Classification:	Non-Exempt
Salary:	\$20-\$24 Hourly
Date Updated:	12/13/23

Job Description

Summary/Objective

A Recreation Program Assistant develops and implements programs for our recreation department on Hanna Center campus. Under the direct supervision of our Recreation Manager, this position will support our programs for our residents and the Sonoma community.

A Recreation Program Assistant provides direct service to our participants. Qualified candidates will be passionate about creating safe & inclusive spaces, connecting communities through fun, and sharing interest that they are enthusiastic about with participants, such as artistic or athletic abilities and different types of gaming. Candidates should have experience working with adults, and middle or high-school-aged youth.

Principle Duties and Responsibilities

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

- Responsible for the care, safety, and supervision of participants.
- Work with the Recreation Manager in developing and implementing programs/ activities.
- Responsible for maintaining the facility, equipment, and supplies.
- Complete incident reports for any incident or reoccurring behavior problems.
- Able to use discretionary judgment.
- Adhere to organizational policies and procedures as described in the Employee Handbook and elsewhere.

Required Qualifications

- Available Thursday – Friday 12 pm to 7 pm, Saturdays- Sundays 10 am to 5 pm. (Flexible)

- High School Graduate
- Flexible and patient
- Commitment to ongoing professional development, including completion of Hanna Center Certificate Program.
- Ability to de-escalate and resolve conflicts involving staff, families, and participants.
- Ability to handle several different tasks at the same time.
- Knowledge of trauma-informed theories, principles, and practices (including multi-faceted understanding of concepts such as community trauma, parallel processes, and universal precautions).
- Ability to identify professional development needs and coordinate training for a broad range of residential staff.
- Ability to demonstrate effective skills in group facilitation, managing teams/groups, organizational dynamics, and consensus building.
- Advocate, model, and support implementation of agency and community-level initiatives around trauma-informed care practices.
- Ability to communicate clearly and concisely, both orally and in writing.

Recommended Qualifications

- Previous experience working with adults/children in a group setting.
- Able to program a variety of activities.
- Bilingual is a plus.

Physical Requirements

- This position requires the ability to sit, bend, squat, stoop, and walk up a flight of stairs and be able to safely lift 50 pounds and carry 20 pounds. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
- Must have a valid Driver's License and ability to be insured by Company policy.
- Must clear background check for a Community Care Licensed facility, including physical, TB, and drug test.
- Must be 21 years of age or older.

Affirmative Action/EEO Statement

Hanna is an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Ready to Apply?

Send your resume and cover letter to: jobs@hannacenter.org