



Job Description Virtual Program Instructor

The STARability Foundation supports people with disabilities by providing life-transforming opportunities that emphasize **T**eamwork and connection to the community to build **A**wareness and **R**espect for individual abilities. STARability serves individuals with intellectual and developmental challenges in Southwest Florida, where we provide lifetime support and opportunities. STARability opens up a whole calendar of engaging activities with innovative and creative programs that focus on continuing education, teamwork, and community involvement.

Position Summary:

The Virtual Program Instructor will support the Virtual Program Manager and Virtual Program Specialist with teaching all virtual classes within the STARability Foundation as well as developing, implementing and evaluating all the components of the Virtual Program. Duties and responsibilities include developing lesson plan(s) that correspond with goal-related learning activities and observation techniques, collecting data related to participants' performance, promoting quality service delivery, utilizing various teaching methods, and monitoring overall performance during all virtual classes offered.

The Virtual Program Instructor has a passion for mentoring participants to help them reach their individual goals while recognizing their unique abilities and for advocating for participants. Program areas include employment readiness, nutrition & health, life skills, personal finance & budgeting and creative expression.

This position is a full-time, hourly position with a minimum of 32.5 hours per week. Regular attendance and punctuality are crucial and important parts of this position. Additional program hours and/or attendance at events on evenings or weekends may be required. The hourly rate is based on experience, starting at \$17 dollars an hour.

Responsibilities:

- Supervises, engages and participates with the participants during all activity while in virtual classes alongside the Virtual Program Specialist.
- Gathers materials and supplies for weekly lesson plans for virtual programming.
- Maintains data on participants while in virtual classes/activities and other components of the program using a provided electronic data collection program.
- Connects with individuals with I/DD over virtual platforms.
- In collaboration with the Virtual Program Manager and the Individual Academy Plan Specialist, develops and participates in lesson planning to create and update the curriculum catalogs for classes/activities that are offered for both in-person and virtual programming.
- Works closely with the Individual Academy Plan Specialist and Academy Program Specialist to develop IAP's (Individual Academy Plans).



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- Researches and evaluates information and situations from multiple perspectives in decision-making regarding health promotion and physical activity for individuals with disabilities and applies advocacy skills for a healthy lifestyle.
- Communicates effectively using appropriate tools and techniques and interacts and develops positive and professional relationships with individuals with disabilities, their families, and members of the community.
- Works closely with the Individual Academy Plan Specialist and Academy Program Specialist in the crafting of SMART goals for virtual participants that take into account the participant's strengths and best opportunities for progressive skill development and goal attainment.
- Additional duties with this position include attending STARability social events to support staff and our participants. Participation in support of our annual signature fundraising gala as part of the event logistics team is also expected.

Qualifications:

- Associates Degree in Special Education, Occupational Therapy, Therapeutic Recreation, Physical Therapy, Adapted Physical Activity, Physical and Health Education or a related field; **or** two years of experience providing education, social or direct care services to people with intellectual and developmental disabilities.
- Knowledgeable about evidence-based practices and scientifically-validated methodologies and approaches found to benefit individuals with disabilities. Passion for advocating for individuals with disabilities and creating an inclusive community.
- Ability to manage multiple projects effectively, work independently and promote collaboration with a variety of stakeholders as a team member.
- Ability to be flexible, patient, and handle a variety of situations that can arise with participants and families and provide support and/or educational programming to meet individual needs.



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- Demonstrate good judgment, decision-making, and communication skills with a variety of individuals and groups while maintaining confidentiality.
- Proficiency in Microsoft Office (Outlook, Word, Excel), Google Suites (Drive, Docs, Sheets), Instructure Canvas and virtual platforms (e.g., Zoom); with an aptitude for utilizing organizational Information Technology (IT) platforms and communication systems.
- Candidates must pass a criminal background screening.