



The STARability Foundation **S**upports 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 Trailblazer Academy is a community-based vocational training and educational program for post-high school individuals with intellectual and developmental disabilities.

The Program Assistant will support the Instructors and Program Specialists by directly working with participants which includes aiding in lessons, facilitating vocational training and community activities, and stepping in to cover in any program area.

The Program Assistant should have a passion for advocating for the participants while out in the community and provide quality experiences to help them reach their individual goals while recognizing their unique abilities.

This position is a full-time, hourly position. Attendance is a crucial and important part of this position. Additional program hours for events on evenings or weekends may be required.

How to Apply:

To apply, please send a cover letter and resume to madison@starability.org.

Responsibilities:

- Helps supervise, engage and participate with the participants during all activities while out in the community or in on-site classes.
- Assist participants individually or in small group settings to help them master tasks and reinforce skills taught by Instructors.
- Gathers materials and supplies for weekly lesson plans for in-person programming.
- Communicate effectively using appropriate tools and techniques.
- Interact and develop positive and professional relationships with individuals with disabilities, their families and members of the community.



- Assist with facilitation and transportation of community-based vocational training.
- Assist with daily attendance tracking.
- Ensure that all programs and work environments remain clean.
- Locate and evaluate information and situations from multiple perspectives in decision-making regarding health promotion and physical activity for individuals with disabilities and apply advocacy skills for a healthy lifestyle.
- Additional duties with this position include attending STARability social events when available to support staff and our membership. We also request participation in support of our annual signature fundraising gala as part of the event logistics team.
- Complete additional tasks assigned by the direct supervisor.

Qualifications:

- High school diploma/GED required (Associate degree preferred).
- 2+ years' experience as a teaching assistant or paraprofessional preferred.
- Ability to be flexible, patient and handle a variety of situations.
- Ability to communicate with a wide variety of individuals within the community.
- Current driver's license, acceptable driving record and valid car insurance required.
- Must be able to clear a background check with no related offenses jeopardizing the integrity of our program.

Signature: _____ Date: _____