



Job Description

Position Title: Program Assistant	Date: October 2024
FLSA Status: Hourly, Non-Exempt	Reports To: Director of Academy Programs

The STARability Foundation Supports people with disabilities by providing life-transforming opportunities that emphasize Teamwork and connection to the community to build Awareness and Respect 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 calendar of engaging activities with innovative and creative programs focusing on continuing education, teamwork, and community involvement.

POSITION SUMMARY:

The Program Assistant is an integral member of the STARability Foundation. The Program Assistant has a passion for advocating for participants and is dedicated to building proficiency in these skills: self-determination and advocacy, health and safety, communication and socialization, leisure and recreation, transportation, community participation and personal finance, career path and employment, and home living. As a Program Assistant, you'll play a pivotal role in supporting our dedicated team of Instructors and Academy Program Specialists, engaging directly with participants, assisting in lessons, facilitating vocational training, coordinating community activities, and providing coverage across program areas as needed.

COMPETENCIES:

Competency refers to specific skills, knowledge, and behaviors crucial for effective task performance. It is associated with job roles, extending beyond basic qualifications to include technical expertise, interpersonal skills, and problem-solving abilities. Core competencies are fundamental skills essential for success across various organizational roles, such as communication, teamwork, and problem-solving.

- Job Knowledge
- Adaptability
- Attention to Detail
- Communication
- Organizational Skills
- Safety
- Professionalism
- Cooperation

ESSENTIAL JOB FUNCTIONS:

- Uphold STARability's Core Values of Support, Teamwork, Awareness, and Respect.
- Assists in implementing a learning curriculum designed to sustain high-quality activities aligned with the individual participants' specific learning and development needs and preferences.
- Actively engages program participants during all activities in the community, on-site or virtual classes.
- Gather materials and supplies for weekly lesson plans for in-person learning.
- Support participants to maintain clean and organized programs and work environments.
- Provide individual and small group assistance to help all participants master skills taught by Instructors and Academy Program Specialists during community and center-based activities, ensuring a positive experience tailored to their specific needs and available program resources. Flexibility with group assignments is expected.
- Complete daily attendance tracking and regular head counts to ensure safety.
- Evaluate and assess all learning environments from multiple perspectives in decision-making regarding health promotion and physical activity for individuals with disabilities, advocating for a healthy lifestyle throughout all activities.
- Engage in feedback sessions with supervisors to contribute to improving programs and support services

for participants.

- Effectively communicates with family and other professionals supporting participants through written and verbal means. Texting on personal electronic devices is strictly forbidden to communicate support needs or disclose information.
- Proficiently employs and supports adaptive modes of communication to assist individuals facing language and communication barriers.
- Interacts and develops positive and professional relationships with individuals with disabilities, their families, and community members.
- Convey support requirements concerning health, behavior, or any other issues that may arise during scheduled activities.
- Seek immediate leadership support and guidance from Instructors and Academy Program Specialists to ensure quality and effective support for program participants.
- Additional duties as assigned, including attending and participating in STARability social events and fundraising gala.

PHYSICAL DEMANDS:

- Stand or sit for long periods periodically.
- May occasionally lift at least 50 pounds unassisted and perform emergency physical interaction techniques, including lifting, bending, kneeling, stooping, reaching, blocking, and grabbing with or without assistance.

REQUIRED EDUCATION AND EXPERIENCE:

- High School Diploma or GED required, associate degree preferred; **and** at least two years of experience as a teaching assistant, paraprofessional, or direct support professional.
- Demonstrates flexibility, patience, and the capability to manage diverse situations, including assisting participants by verbally prompting them with personal care tasks (e.g., changing clothing, using the restroom), addressing problem behavior such as inappropriate verbal statements, and handling instances of aggressiveness.
- Ability to perform cleaning tasks (moving heavy furniture and appliances on rollers, pushing, pulling, lifting, bending, kneeling, stooping, reaching, and overhead reaching).
- Ability to communicate with a wide variety of individuals within the community.
- Observe, ask questions, listen actively, and give and accept feedback effectively.
- Excellent time management, organizational skills, and ability to prioritize workload.
- Proficiency in Word, Excel, and database systems.
- Competency in virtual platforms like Zoom and willingness to learn new technology for educational instruction.
- Employment offer contingent on background checks, abuse registry, and reference checks.

ADDITIONAL INFORMATION:

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Employee’s Signature: _____ **Date:** _____

Employee’s Printed Name: _____