Community
Access
Naperville

Position Title: Program Leader PART TIME

Position Summary: The Program Leader is responsible for leading and managing the day-to-day activities of participants, staff, and interns. This role involves modeling and teaching appropriate interactions, ensuring safety, handling emergencies, and maintaining communication with the Operations Director, CAN staff and participants' families.

Key Responsibilities:

- **Model and Teach Interaction:** Demonstrate and teach appropriate interaction and redirection techniques to all staff for engaging with participants.
- **Delegate Vocational Tasks:** Assign vocational tasks to participants and interns to ensure smooth program operations.
- **Lead Group Activities:** Safely guide the group to each destination while teaching and reinforcing safety in the community.
- **Manage Lunch Seating:** Determine seating arrangements for participants, staff, and interns during lunch to ensure an orderly and inclusive environment.
- **Handle Emergencies:** Take the lead in all behavioral, hygiene, or medical emergency situations, ensuring the safety and well-being of all participants.
- **Communication with Operations Director:** Email any issues that arise during the day to the Operations Director for timely resolution.
- **Troubleshoot Issues:** Collaborate with the team via Discord to troubleshoot and resolve any issues that may arise.
- **Report Absences:** Notify the team of any participant absences via CANabsence@gmail.com.
- **Family Communication:** Discuss any concerns with participants' parents or guardians at pick-up or drop-off, or via email or phone call as needed.
- **Incident Reporting:** Be present in all emergency situations and describe any incidents of the day on Discord.
- **Emergency Planning:** Develop alternative plans in case of emergencies, inclement weather, or participant non-compliance, including separating the group and utilizing office staff as needed.
- **Intern Summary Review:** Review interns' session summaries on the iPad, forward them to the program assistant, who will then attach photos and send them out to families, interns, and staff.
- **Participant Assessment:** Observe and gather information during trials for potential participants and collaborate with the Operations Director to determine if a participant is a good fit for the program.

Qualifications:

- Bachelors required, master's preferred in social work, psychology, special education, or related field
- Two years experience managing behaviors in a proactive, creative and positive manner, and working with adults with a variety of disabilities (especially autism)
- Strong leadership and organizational skills
- Excellent communication and interpersonal skills
- Ability to handle emergency situations calmly and effectively
- Experience in a supervisory or leadership role, preferably in a similar setting
- Ability to collaborate effectively with team members and external parties
- Proficiency in using digital communication tools (e.g., email, Discord, iPad)
- Driver's License, clean driving record, and minimum age 25 required to drive 15 passenger van

Working Conditions:

- This position involves working directly with participants, staff, and interns in various settings, including daily community outings.
- The role requires flexibility to handle emergencies, inclement weather, and other unexpected situations.
- The Program Leader must be present and active in managing and resolving any issues that arise during program activities.

Application Process: Interested candidates should submit their resume and cover letter detailing their qualifications and experience relevant to this position to info@communityaccessnaperville.org.