Job Description: The New Horizons Coordinator is responsible for working hands on with all participants in the New Horizons Adult Day Program (including Transition program participants), while carrying out all assigned tasks including, but not limited to leadership, supervision, and implementation of meaningful weekly activities and the care and safety of staff and participants with disabilities. This position works alongside other New Horizons Staff, maintaining a 1:6 staff to participant ratio.

Classification: Part-time year round

Requirements:

- Must be at least 21 years of age.
  - Valid IL Driver's License; successful drivers abstract.
  - Required to transport New Horizons participants in agency vehicles to/from outings and trips.
- High School Diploma
- 2 years of direct experience with children or adults with disabilities, program implementation, and behavior management preferred.
- Handle with Care certified or ability to obtain certification. If not already certified, training will be provided.
- Medic First Aid/CPR/AED Certification (or the equivalent) is required within 30 days of hire date. If you are not already certified, training will be provided.
- Successful criminal background check.
- Must be able to lift 50 pounds.

Benefits:

- Employee Discount

Schedule: Will primarily work between the hours of 8:45am and 4:15pm, on-site at the Special Recreation Facility, and while accompanying staff & participants during Monday Community Outings and trips to and from, but not limited to, the library, Belvidere YMCA, grocery store, and a variety of Special Olympics sports practice & competition locations. The Coordinator will be scheduled to work up to 28 hours per week, Monday through Friday, year-round and will fluctuate based on program participation. Nights and weekend hours may be required based on programming needs. This position will not exceed 1,456 hours during the employee's anniversary year.

Work location: In Person

Hiring range: $15.00-$18.69/ hour, depending on qualifications

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.