



2028 Parmenter Street ~ Middleton, WI 53562 ~ www.giosgarden.org ~ 608-833-GIOS

Social Media & Development Assistant/ Therapist

Reports Directly to: **Executive Director**

Status: **Non-Exempt or Exempt, Full Time**

Availability: **days, evenings, and weekends**

DESCRIPTION:

This position will work on creating and implementing activities to address the needs of children with developmental delays ages' birth through six years, along with assisting the Executive Director with social media and website updates, awareness events, donor database input, donor mailings, and assisting with large events (such as the Gala, Golf Outing, and Wintery Affair).

GENERAL RESPONSIBILITIES:

Implementation of Therapeutic Programming (50%)

- Maintain a safe, interactive, and stimulating environment that addresses the individual and developmental levels and unique needs of each child.
- Implementation and adaptation of developmentally appropriate therapeutic programming based on client's developmental needs
- Implementation of monthly group therapy and individual therapy as assigned
- Coordinate with outside agencies to provide well-rounded support for each client as assigned
- Care for functions of daily living with all programs provided including, but not limited to: administering medications, g-tube feedings and meal plans, toileting, behavior plans, dressing, and additional cares as needed
- Maintain a safe, sanitary, healthy environment by completing daily maintenance and household duties as needed
- Cover child hours at one Respite 2 Go location twice a month

Website & Social Media Content (15%)

- Keep website (GoDaddy system) up to date with events, community events, family information
- Create and implements a regular schedule for engaging social media posts (facebook, instagram, etc)
- Promote community and Gio's events
- Collect/ take photos of approved children, staff and volunteers

Events/ Fundraising (15%)

- Assist with coordination of Gio's Garden Golf, Gala, Wintery Affair and other events throughout the year
- Work with Interns on Awareness Events (restaurant/store nights)
- Attend and contribute to Fundraising Meetings as needed
- Assist with community groups putting on events benefiting Gio's Garden

Donor Support (10%)

- Open mail, record and enter checks into Gnosis Database
- Print, stuff and send mail communications to donors (thank you letters monthly, two direct mail asks each year)
- Work with Executive Director on monthly financial reporting

Volunteer/ Intern Supervision (5%)

- Provide supportive supervision and evaluation of volunteers and interns as assigned

Other Duties As Assigned (5%)

- Attend monthly staff meetings and activity staff meetings.
- Participate in 15 hours of continue education and training each year.
- Represent Gio's Garden in a positive, professional manner within the office and the community.
- Maintain complete confidentiality of information concerning the families, children, volunteers and staff.
- Perform other related duties as may be assigned by Gio's Garden leadership staff.

POSITION QUALIFICATIONS

1. Skill in providing high quality, safe care; excellent customer service and support skills.
2. Organizing and prioritizing workload
3. Excellent verbal and written communication skills
4. Ability to work as part of a therapeutic team to ensure the best possible care for clients
5. Work effectively with managers, co-workers, and members of the public and professional groups to manage and coordinate activities and projects.
6. Ability to maintain confidentiality and work within the Code of Ethics standard for field.

QUALIFICATIONS

- Bachelor's Degree in Recreational Therapy, Art Therapy, Rehab Psychology, or in a related field.
- Three years experience working with individuals with special needs and their families.
- Experience providing supervision preferred
- CPR Certification preferred

Staff Name: _____ **Signature:** _____ **Date:** _____

Supervisor Name: _____ **Signature:** _____ **Date:** _____