



Growing futures for children with special needs

2028 Parmenter Street ~ Middleton, WI 53562 ~ [www.giosgarden.org](http://www.giosgarden.org) ~ 608-833-GIOS

# Volunteer Coordinator/ Therapist

Reports Directly to: **Program Director**

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

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 Program Director with coordination of volunteer and interns, trainings, in-services, our Respite 2 Go program, and daily activity programming.*

## **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

### **Staff, Intern, and Volunteer Recruitment/ Supervision/Education (20%)**

- Organize and coordinate volunteer and intern applications for each semester
- Provide training, supervision, and guidance to interns and volunteers
- Oversee interns and volunteers in planning and coordinating of programming/activities
- Assist in the guidance, training, and evaluation of part-time staff, interns, and volunteers as assigned

### **Development of Therapeutic Programming (20%)**

- Oversee planning of developmentally appropriate programming based on individual child goals
- Develop community inclusion opportunities that take place during respite care, while building/maintaining community partnerships to support programming need
- Plan monthly group and individual therapy sessions as assigned
- Provide written documentation of all counseling/therapy sessions, assessments, interventions and recommendations
- Assist in maintaining up-to-date assessments and therapy goals for all clients based on their developmental needs
- Participate in a team management approach to client care

### **Respite 2 Go Program Organizer (5%)**

- Organize and update child paperwork and supplies for Respite 2 Go locations
- Communicate with Respite 2 Go staff about needs of each location

### **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:** \_\_\_\_\_