

Position Title: TRAILS Program Facilitator

Service Location: TRAILS Day Program at Tierra Village and Community

Reports To: TRAILS Program Director

Days/Hours of Service: Monday-Friday, 12-24 hours per week; specific regular assignment determined at hire

Compensation: \$18 – 20 per/hour

Other: Covid vaccination required for employment

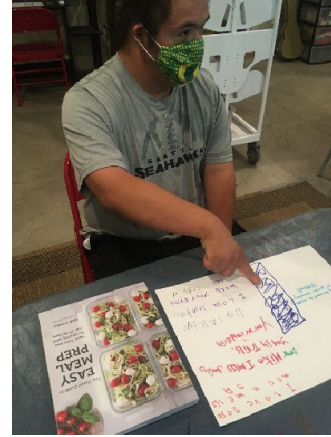


Position Description:

The TRAILS Day Program at Tierra Village provides adults with developmental disabilities with life/social skills education and practice through recreation/adventure, self-expression through the arts, and community involvement. The Program Facilitator position will serve all aspects of TRAILS and Tierra Village, with an emphasis on expanding participants’ opportunities for greater health and well-being through education/awareness, hands-on learning, community involvement, preventative interventions, and fun.

The TRAILS Program Facilitator will be accountable for the participants of a community day program for adults with developmental disabilities; responsible for collaborating with regards to all aspects (inside and outside) of the successful operation of TRAILS programs, including the participants’ ongoing learning, health and wellness, and contribution to community. The Program Facilitator will

support, facilitate, and advocate alongside participants to ensure their opportunity to enjoy self-directed lives in a collaborative and supportive learning environment.



Key Responsibilities & Related Tasks:

- *Routinely refer to TV/TRAILS Employee Handbook*
- Support and coach participants to present themselves in an appropriate and professional manner
- Actively participate and contribute as both a TRAILS and a Tierra Village team member
- Maintain awareness of participants; contribute to strength-based learning objectives
- Implement a person-centered approach to support and empower TRAILS program participants to maximize their independence and reach their full potential
- Facilitate social and life skills learning opportunities in a variety of settings
- Share responsibility for the general safety and supervision of all participants
- Consistently model appropriate behavior and communication
- While supporting participants in the community, represent the values and mission of TRAILS and Tierra Village while encouraging maximum independence and learning
- Transport participants to/from program and during activities (using TV vehicle, after training)
- Act promptly and effectively in urgent and emergent situations
- Report any/all incidents in a timely manner to the TRAILS Program Director
- Maintain a healthy, open and dynamic educational environment that is person-centered:
 - Facilitate interaction and decisions between participants to sustain a relaxed, respectful, calm, and fun shared learning environment
 - Support participants with appropriate communication with family and friends
 - Facilitate awareness of self, of others, and of the community
 - Communicate effectively to ensure an open, honest, trusting environment
 - Help to change the environment, communication approach, and supports should challenging behaviors arise.
- Advocate for human rights

Training Requirements:

- CPR/First Aid Certification
- TB test
- Food Handlers Permit
- Criminal Background check & fingerprints (results satisfactory)

- Valid driver's license & auto insurance



Essential Functions:

To adequately perform the responsibilities required of this position, the TRAILS Program Facilitator must have the ability to:

- Approach participants, co-workers, and self with a sense of curiosity, openness, and patience.
- Recognize that this is a learning and growth-minded program
- Listen well and provide care and support while inspiring participation and learning.
- Ensure/support the health and well-being of all participants, self and co-workers.
- Exercise sound independent judgment and decision-making.
- Interact and communicate with respect and integrity.
- Adapt activities to meet individual goals/interests/needs.
- Be outside in all seasons/weather conditions for regular and prolonged activities.
- Walk and/or run on unpaved surfaces and/or uneven terrain.
- Utilize acceptable hearing and visual capabilities to monitor the environment and others.
- Physically assist others in the case of an emergency.
- Physically assist participants as needed with activities of daily living, which may include, but are not limited to: eating, drinking, toileting, washing hands, blowing nose, masking, etc.
- Approach challenging situations with calmness, curiosity, and a sense of lightness and ease.

The ideal candidate will possess the following desired attributes:

- Age 21+ with experience in recreation, the arts, camps, and/or education.
- Growth mindset and passion for working with people of varying ages, abilities, backgrounds.
- Creativity, flexibility, patience, compassion, and a sense of humor as core strengths.
- Passion for best practices, collaboration, & innovation.
- Open and responsive to coaching/feedback.
- Comfortable with change, willing to be flexible and “go-with-the-flow”.
- A self-starter who takes initiative.
- Organizational and planning skills.
- Ability to maintain focus and calm in a dynamic, busy, and/or noisy environment.
- Enthusiasm for role as a facilitator, and able to engage participants.
- Excellent and effective communication skills.
- Strong self-care practices and ability to set healthy boundaries.