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| Job title | Contract Position – Program Assistant |
| Employer | The Down Syndrome Association of Northeast Ohio |
| Reporting to | DSANEO Staff Part-time position |
| Time/Rate | 20 to 25 hours per month The hourly rate will be dependent on qualifications and experience. |
| Location | Independence, OH |
| Date | Immediate |

POSITION DESCRIPTION

The Down Syndrome of Northeast Ohio is searching for an individual to join our programming team. This position will be responsible for assisting DSANEO's Education Director and Lead Instructor in various learning and social experiences provided through our programming opportunities. This person must have a passion for enhancing the lives of individuals with Down Syndrome and other disabilities through high quality educational and social experiences in the community and virtually. Opportunities for additional programming duties may arise as we continue to grow our programming offerings.

INITIAL DUTIES AND RESPONSIBILITIES

- Assist lead teacher during DSANEO's weekly Early Learners class which takes place Saturday mornings
- Attend monthly LOL Teen Group & Adult Social Squad outings to help facilitate program objectives
- Prepare and implement DSANEO's weekly Living and Learning Program under the guidance of the education team
- Attend to the social, behavioral, and educational needs of participants during program sessions and outings
- Communicate with the Education Director regarding program goals and objectives on a regular basis
- Assists in material preparation for program objectives and goals
- Perform other duties as assigned from time to time

QUALIFICATIONS

- Education background is preferred, but will consider related fields and/or experience as well
- Knowledge of effective strategies and methods to assist with the social, behavioral, and educational needs of program participants
- Ability/knowledge to work with all types of learners
- Effective communication skills
- Ability to work cooperatively with colleagues, parents and students,
- Evidence of confidence, dependability, and enthusiasm

SELECTION CRITERIA

The selection will be based upon:

- The candidate's possession of the qualifications and considerations noted above.
- The endorsement of the candidate by previous supervisors and/or colleagues.
- The endorsement of the candidate by the individuals involved in the selection process

COMPENSATION

- The contract will range from 20 to 25 hours monthly, depending on program schedule and planning hours.
- Increased compensation will be considered if work extends beyond the contracted hours.
- The hourly rate will be dependent on qualifications and experience.

APPLICATION PROCEDURE

- Please email letter of intent and resume to Gina Mitchner, DSANEO Education Director, gina@dsaneo.org