



*Serving people with disabilities since 1952*

**Position available:**    **Recreation Program Leader III**

**Department:**        **Marin Adult Development**

**Location:**            4182 Redwood Highway  
San Rafael, CA 94903

**Summary:**

Under the direct supervision of the Marin Adult Development Program Manager, the Recreation Program Leader III is responsible for assistance in carrying out both indoor and outdoor activities, working directly with participants to encourage enthusiasm in recreation activities and carrying out activities related to the physical well being and comfort of the participants in program.

**Essential Job Functions:**

- Implement recreation programs and special events
- Implement individual behavior plans
- Plan, lead and evaluate various activities in accordance to participant's individual program plan. (Activities include a wide variety of critical skills training, pre-vocational training, and recreation and community integration)
- Assist participants in recreational swimming programs
- Ensure the safety of participants and that safety precautions are observed in all activities
- Assist the participants in feeding, lifting and personal hygiene
- Lift 50 pounds on a daily basis
- Prepare programs, announcements, bulletins and related materials in program
- Effectively communicate with co-workers and participants

**Qualifications:**

- Two years of college education in Therapeutic Recreation, Special Education, Psychology or related field.
- One-year experience working with special populations. (Experience working with adults with severe and profound mental retardation *preferred*)
- Equivalent experience may be substituted for up to two years of college education.
- Pre-employment physical, TB and FBI fingerprint clearance.
- First Aid and C.P.R. Certification within the first 30 days of employment.

**Hours:** Monday through Friday, 8:00 a.m. to 2:30 p.m.,  
32.5 hours weekly

**Pay:**    \$11.36 per hour

**Benefits:**

- Medical and dental premium paid for employee by company
- Medical and dental coverage available for spouse or domestic partner and/or dependents

- Two retirement plans
- Supplemental Insurance available
- Two weeks paid vacation
- Paid sick leave
- Nine paid holidays
- Two personal leave days

**To Apply:** Email (preferred): Send resume and cover letter to: [jobs@janetpomeroy.org](mailto:jobs@janetpomeroy.org)

Fax: 415-665-7543

Mail: Download Employment Application from our website and send to:

The Janet Pomeroy Center

Attn: Human Resources

207 Skyline Blvd.

San Francisco, CA

94132

For more program information, visit our website: <http://www.janetpomeroy.org>

**Closing Date:** When filled

***The Janet Pomeroy Center is Equal Opportunity Employer***

*All applicants will receive consideration for employment without regard to race, color, ancestry, religious creed, national origin, sex, sexual orientation, physical and/or mental disabilities, medical condition (cancer related), age (over 40), and marital status.*