

## **CREATIVE IDENTITY**

**Job Title:** Volunteer/Intern

**Status:** Part Time

**Accountability:** Reports to Executive Director, Program Director, and Associate Director

**Job Summary:** The volunteer/intern will assist instructors and therapists in classroom activities and coach participants in non-curriculum related life skills lessons.

### **DUTIES AND RESPONSIBILITIES:**

- Provide assistance as needed and assigned by instructors in the classroom
- Monitor general supervision of participants
- Encourage participant participation in activities
- Provide support during lunch time hour
- Provide necessary support during program transition times between classes
- Assist participants with activities
- Assist with set up and clean up of classes
- Attend community outings and provide support (as needed)
- Maintain staffing ratios
- Participate in shows and events: preparation, attending, supporting program participants, and cleanup
- Contribute feedback to instructors/therapists on participant's progress as related to Individual Support Plans
- Advocate for participant whenever necessary and appropriate
- Perform other related duties as required and/or assigned, especially with regard to serving the participants

### **INTER-RELATIONSHIPS:**

- Direct contact with program participants, Creative Identity staff, and administration

### **SKILLS AND EDUCATIONAL REQUIREMENTS:**

- Ability to communicate effectively both verbally and in writing
- Must have the ability to perform all job duties as assigned
- Must be able to lift up to 25 lbs.
- Minimum high school diploma or equivalency
- Experience with developmentally disabled populations is desirable
- Must pass a background check\*
- CPR / First Aide Certification\*
- Hepatitis B immunization C\*
- Complete COVID-19 immunization\*
- TB test (within 2 years)\*

**\*(intern/volunteer responsible for cost)**

### **WORKING CONDITIONS:**

- Must have own transportation to and from assigned program site, participants shows and events
- Must be able to meet flexible schedule and be open to all assignments