



AACORN

AACORN

JOB DESCRIPTION

TITLE: **Program Staff**
DEPARTMENT: Program
REPORTS TO: Program Director
POSITIONS SUPERVISED: None
STATUS: Non-exempt

Do you love working with people? Do you have experience working with individuals with intellectual/developmental differences? Do you appreciate an agricultural/rural environment and small livestock? Are you a person with skills in arts and crafts, gardening/horticulture, cooking and baking, and all sorts of other life skills? If so, then we are looking for you! AACORN is a skill building program for adults with intellectual/developmental differences located in an agricultural setting. We are looking for a full-time staff person to work with us. Our perfect person has experiences in all the areas listed above and enjoys days spent working (often in physical tasks) outdoors as well as activities indoors. You will be working alongside our dedicated team and fun loving participants in a dynamic and engaging environment.

1. Job Summary:

The Program Staff is an hourly, support staff position that reports to the Program Director. The job consists of providing support and teaching vocational skills to program participants in the areas of animal husbandry, greenhouse and garden growing, arts and crafts, food preparation, household tasks, and social interaction. The job requires experience in creating basic art/crafts and an ability to teach steps of a creative process. Experience is also required in basic cooking and teaching the preparation of simple dishes, baked goods, and snacks. Experience is preferred in working with people with autism or like disabilities, but not required.

2. Key Responsibilities:

- Able to lead 1:1, small group and larger group activities independently
- Review and master the processes of the program/activities and collaborate on new projects as needed.
- Tracking various required activity supplies and product inventory
- Assist the Program and Farm Directors in the other vocational areas as needed.
- Track the progress of the participants in the form of charting affect and skills learned, challenging behaviors, etc. to meet their individual goals.
- Maintain a positive and flexible attitude regarding last-minute changes that may necessitate scrapping planned activities for the participants at any time due to their needs or the demands of the other work in the program.
- Working in various year-round weather conditions
- Working with team to generate new activity ideas

3. Minimum Requirements:

- Leading basic life skills tasks (hygiene, meal prep, etc.)
- CPR/First Aid
- No driving restrictions
- Preferred – having experience working with persons having Intellectual/Developmental differences.

4. Core Competencies:

- **Communication**

Interacts with others effectively to present information in an engaging and understandable manner. Demonstrates compassion and respect in working with program participants, seeking to understand both their verbal and non-verbal communications.

- **Creativity, Culinary, Gardening, and Artistic Skills**

Has experience in crafting and creating art. Demonstrates an eye for design and creativity in knowing how best to showcase the items made by participants. Has basic cooking and baking skills as well as other ADLs.

- **Teaching Skills**

Is able to simplify complex directions and convey them in understandable steps. Can demonstrate desirable outcomes and adjust methods when the outcomes are not being achieved.

Maintains a positive and supportive demeanor.

- **Interpersonal Skills**

Is friendly and approachable. Demonstrates flexibility in adapting to new situations. Maintains self-control in stressful situations with others. Resolves conflict in a manner that preserves individual dignity.

- **Job Integrity**

Places a high priority on attendance and punctuality. Fulfills responsibilities and commitments.

Is fully present when on the job to maintain strong engagement with participants. Complies with laws, regulations, policies, and ethical codes.

5. Reporting: This position reports to the Program and Farm Directors.

6. Working Conditions, Policies & Procedures:

The AACORN Farm Employee Handbook describes all guidelines for employee rules, policies and procedures. The Employee Handbook is distributed to each new hire on their first day.

7. Physical Requirements:

There is occasional lifting of 50 lbs and frequent walking on varied rural terrain associated with this position.

Physically assisting persons with Intellectual/Developmental differences – some with mobility challenges.

Job Type: Full Time

Salary: \$14.00 - \$18.00 per hour

Expected hours: 30-35 hours per week

Schedule:

- Day shift

Experience:

- ADLs (Activities of Daily Living): 1 year (Preferred)
- Supervising/supporting individuals with disabilities: 1 year (Preferred)
- Supervising/supporting individuals with autism: 1 year (Preferred)

Work Location: In person

How to apply:

Apply:

For full consideration, submit a letter of interest and resume to Mary Pickett, aacorn.ed@gmail.com. References will be requested of final candidates only for this opportunity.

Application Deadline: Initial review of submissions will begin March 22, 2024. Application materials received by this date will be given priority consideration. This job listing will remain open until the first interview phase is complete or until a sufficient number of qualified candidates have been identified.

NOTE: Incomplete application materials may not receive full consideration for the position.

As we operate with limited office and administrative staff and anticipate a high volume of applications, we regretfully cannot respond to inquiries via phone calls or emails regarding the status of applications and the recruiting process.