



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: Adaptive Program Assistant

Pay Range: \$17-\$21

Leadership Level: Leader

FLSA Status: Non-Exempt

Status: P/T

Department: Adaptive

Reports to: Director of Adaptive & Outdoor Programming Revision Date: 11/25/2025

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## POSITION SUMMARY:

The position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. This position must perform program responsibilities in accordance with the policies, goals and mission set forth by the YMCA.

This hands-on role provides direct support to individuals with disabilities of all ages participating in adaptive and inclusive programs. Programs include but are not limited to: fitness and wellness, sports, social programs, aquatics, special events, community outings and life skills development. Ideal candidates will have previous experience working with individuals with disabilities and are flexible, skilled in communication, behavior support, and fostering accessible, welcoming environments.

This is a part-time position that requires evenings and weekends.

## ESSENTIAL FUNCTIONS:

- Provide direct support and supervision to individuals with disabilities of all ages during programs, activities, events, and community outings, ensuring a positive, inclusive, and engaging experience for all participants.
- Adapt activities, environments, and materials to meet individual needs, promote participation, and support varying learning styles and ability levels.
- Encourage socialization, skill development, and positive behaviors, implementing individual inclusion or behavior support plans as needed.
- Ensure participant safety by monitoring activities, enforcing rules, maintaining awareness of risk factors, and appropriately de-escalating challenging situations.
- Provide basic personal care supports when required (e.g., hand washing, verbal/visual restroom prompts, cutting food) and offer physical assistance such as navigating stairs or uneven surfaces.
- Transport participants in YMCA vehicles, including operating a mini bus when assigned, following all safety requirements.
- Support program setup, operation, and cleanup, including preparation of materials, equipment, and spaces, and assisting with general administrative and record-keeping tasks.
- Communicate effectively with participants, caregivers, volunteers, and staff, providing updates, guidance, and excellent customer service.
- Assist in the development and delivery of adaptive and inclusive programs, collaborating with program staff to create safe, engaging, and welcoming environments for individuals of all abilities.
- Supervise and support volunteers by assigning tasks, providing instruction, and ensuring a positive and productive experience.
- Maintain confidentiality, uphold person-first and inclusive practices, and follow all YMCA policies, procedures, and ethical standards.
- Respond to emergencies according to training, provide appropriate care, and promptly document and report all incidents, accidents, or concerns.

- Participate in staff meetings, trainings, and required certifications, maintaining current knowledge of YMCA safety protocols and best practices in adaptive programming.
- Represent the YMCA at outreach events and community engagement opportunities as part of promoting adaptive programming.
- Perform other duties as assigned to support program or departmental needs.

#### **LEADERSHIP COMPETENCIES:**

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

#### **QUALIFICATIONS:**

- At least 18 years old.
- High school graduate or equivalent.
- CPR/AED/First Aid required within 60 days of hire date
- YMCA New Hire Orientation and other applicable YMCA trainings within 90 days of hire date
- Excellent verbal and written communication skills, interpersonal abilities and computer proficiency are necessary.
- Must be able to work nights and weekends to help lead and facilitate programs.
- Ability to provide compassionate care and support to individuals with disabilities.
- At least one year of experience working with individuals with disabilities (children, youth, or adults) in a recreation, care, or educational setting preferred.
- Have a basic understanding of and uses person-first language, inclusion practices, and disability awareness.
- Strong communication and interpersonal skills are essential, along with a genuine interest in helping others.

#### **PREFERRED QUALIFICATIONS:**

- Educational or academic credit in Special Education, Therapeutic Recreation or closely related fields (i.e. recreation, youth studies, elementary education, etc.) or equivalent experience.
- Experience leading recreation, sports, or group activities.
- Relevant certifications such as:
  - CTRS – Certified Therapeutic Recreation Specialist
  - QMHP – Qualified Mental Health Professional
  - BCBA / BCaBA – Behavior Analyst certifications
  - RBT – Registered Behavior Technician

#### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The physical demands will include standing, running, walking up and down stairs frequently, bending down, lifting program supplies and weights. Should be able to lift up to 50 lbs.
- Candidates must be able to perform all physical aspects of the position, including walking, running, standing, bending, reaching, and lifting.
- May involve interaction with participants experiencing behavioral or emotional escalation.

#### **SIGNATURE:**

I have reviewed and understand this job description.

Employee's name \_\_\_\_\_ Employee's signature \_\_\_\_\_

Today's date: \_\_\_\_\_