

Adult Activity Coordinator
Classification Level NE 3
Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

Internal & External: 6/19/2025

Hours: Up to 40/week

Apply To: Christine Weyker

HAS DIRECT REPORTS? No

JOB SUMMARY:

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

The Adult Activity Coordinator shapes meaningful and engaging, person-centered learning experiences for people with disabilities. This position plans and implements age appropriate activities that help individuals attain their goals around community access and inclusion, physical well-being, relationships, and recreation. The Adult Activity Coordinator works in coordination with case management to provide individual support and training for adults with disabilities as well as acts as a mentor for the Direct Service Provider staff. This position offers opportunities to share personal talents and requires creativity, excellent communication, and a sincere commitment to improving the lives of people with special needs.

TYPICAL RESPONSIBILITIES:

1. Oversee daily schedule in day programs.
2. Coordinate staff and volunteers in planning and implementing curriculum and daily activities.
3. Design, and implement daily activities to engage participants in personal skills, recreation activities and community integration.
4. Maintain monthly department calendars.
5. Plan and supervise department events.
6. Assist in a variety of activities to engage participants in personal skills, recreation activities, and community integration.
7. Utilize a variety of training strategies and methods to meet the participants' needs.
8. Accompany and monitor participants during community activities.
9. Maintain quality relationships with volunteers, community representatives, and KAC personnel.
10. Complete required paperwork.
11. Maintain a clean and safe environment for participants and coworkers.
12. Train, monitor and provide personal care to assigned participants.
13. Demonstrate flexibility and versatility to changing needs of participants.
14. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
15. Perform other duties as assigned by supervisor.

OCCASIONAL RESPONSIBILITIES:

1. Transport participants in company vehicles.

KAC IS AN EQUAL OPPORTUNITY EMPLOYER

Created 2/3/2025

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

MINIMUM QUALIFICATIONS:

- High school diploma or GED
- At least two years' experience working directly with people with disabilities.
- Experience planning and implementing a curriculum and daily activities.
- Excellent auditory, oral, visual, and written communication skills.
- Digital literacy
- Valid driver's license and good driving record.
- Maintain current CPR and first-aid training.

PREFERRED QUALIFICATIONS:

- BA Degree

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 75% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste, and smell is useful.

The employee must lift, push & pull a minimum of 80 pounds infrequently, 40 pounds frequently, transfer persons from wheelchairs to alternative positions is necessary, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, weighing and/or measuring, visualizing conclusions, searching for solutions, creating methodologies, managing resources, and evaluating the performance of others.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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