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Resumes will be accepted
until position is filled.

Del Adams
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601-992-3556

POSITION TITLE: Day Program Instructor

Reports To: Program Director
Status: Full-time position

SUMMARY:

The Day Program Instructor reports directly to the Program Director and works closely with the Workshop, Gift Shop, and Special Care Team. Should be flexible, take initiative, and undertake the work of the position with integrity, honesty, fairness, discretion, and confidentiality. Occasional night and weekend hours may be necessary.

GENERAL JOB RESPONSIBILITIES:

- Arrival and Daily prep: Arrive by 8:20 to open the Activity Center and prepare for the Seedsters's arrival, check that the facilities are in working order (toilet paper restock, soap, and paper towel dispenser).
- Activity Center: Supervise the conduct of the Seedsters by being aware of their location and activities, coach Seedsters throughout daily activities, maintain a daily attendance sheet, check Seedster painting and ceramics supplies, supervise Seedsters and assist volunteer group during project/activity, assist Life Skills Coordinator and Special Care Facilitator as needed (including implementation of personal care plans and behavioral intervention plans).
- Help Seedsters achieve personal growth and increased independence through special projects and by teaching/modeling desired life/adaptive skills.
- Accurately document relevant issues, incidents, or observations of individual Seedsters and the larger group.
- Travel with Seedsters and Staff for Fun Friday Group, lead a Fun Friday Group.
- Emotional support to Seedsters through coping skills, activities, therapeutic activities (music, art, relaxation, prayer, and writing), grief care and development of grief care systems.
- Lunch Duty: Assist Seedsters in preparing lunch as needed.
- Devotion: As needed substitute for devotion (Lead Seedsters in a devotional thought, worship music, prayer).

SPECIFIC JOB RESPONSIBILITIES:

- Admin: updating documentation (Seed Bucks, charts, tags), organizing Seed Buck trips and weekly Seed Buck "cash in" days.
- Oversee technology: updates to and troubleshooting for all the Seed's devices (Apple TV, Fire TV, iPads, ect.), enforce privacy and internet security policies.
- Teach a least one class per class round, plan class schedule with the Special Care Facilitator.
- Kitchen: cooking/prep for Friday and special events, assist Seedsters with kitchen tasks.

POSITION QUALIFICATIONS:

- Minimum education: Bachelor's degree
- Computer Literacy with competency in Microsoft Office and ability to learn other programs as needed.
- Experience with individuals with Intellectual/Developmental Disabilities is preferred
- Organized, self-motivated, and "outside of the box" thinker, logistic thinker/planner, excellent communication skills are absolutely necessary
- Calm under pressure, calm/logical constructive conflict resolution skills, team-minded, teachable
- Ability to drive a 15-passenger van
- Energetic and creative attitude with strong client-relation skills; enthusiasm for the mission of the Mustard Seed and willingness to fully contribute to a team-oriented, fast-paced organization
- Strong project-management and time-management skills. Day Program Instructor must have the ability to work within tight time lines and limited budgets.

The Mustard Seed is a Christian community for adults with developmental disabilities. Founded in 1981 to meet the spiritual, physical, emotional, and intellectual needs of adults with special needs, The Mustard Seed provides a loving and protected environment with meaningful activities which allow the "Seedsters" to fulfill the potential God has created within them.