

SOAR Fox Cities, Inc.  
*Empowering People with differing abilities*

**POSITION TITLE:** Evolve Aide Staff  
**REPORTS TO:** Evolve Manager, Director of Youth Services  
**STATUS:** Part Time Non-Exempt

**Introduction**

At SOAR Fox Cities, we envision a world where all individuals are seen for their ABILITY, not their disABILITY. We offer a variety of services including Youth, Adult and Family Programs, Advocacy, Community Education, and the second largest Special Olympics program in the state.

We are an IRS designated 501(c)3 nonprofit organization located in Appleton, Wisconsin. Within the walls of our offices and throughout the community, we aim to do just what our name says: Help our members and participants SOAR above the barriers their varying abilities may create. We strive for inclusivity and have made it our goal to create a world where everyone has the opportunity to succeed and contribute their page in the larger story of life.

**SOAR Fox Cities is lead and operates with the following Vision, Mission, and Values in mind:**

**Vision:**

- A community where all individuals can be actively involved and have opportunities to maximize their potential.

**Mission:**

- Empowering people with differing abilities.

**Values:**

- Advocacy: We champion the needs and concerns of individuals and their families.
- Community: We serve as a resource for the community and provide activities that promote the participation of individuals and their families in the larger community.
- Integrity: We conduct ourselves in a way that is honest, fair, transparent and ethical.
- Life-long learning: We view learning as an activity that engages and enriches individuals over the course of their lives.
- Respect: We honor and celebrate the differences in ourselves and others.
- Positive relationships: We recognize the power of positive relationships, providing opportunities to make human connections and supporting the development of life skills that contribute to strong relationships.

**Mission of the Role**

Be an active part of the SOAR Fox Cities' Evolve 365 Day Service Program by supporting and implementing meaningful services for young adults age 18-23, living with a developmental or intellectual disability. These duties include implementing activities, coordinating, and maintaining a safe, fun environment. A significant amount of walking and physical activity may be required. While much of the work will be completed in/around the Appleton Community, some travel throughout and outside the Fox Cities will be required. Travel may occur by using a personal vehicle; however, in some instances, staff will be responsible for using public transportation or ridesharing companies alongside participants/other program staff.

A successful day service staff is 1) resilient, 2) enthusiastic about serving individuals with developmental and intellectual disabilities, 3) able to establish and maintain trusting relationships with program partners, other staff members, and 4) a naturally curious, lifelong learner.

### **Capacity of the Role**

This is a part-time role (20 hours/week), non-exempt, role with SOAR Fox Cities. Evolve has a home base at SOAR Fox Cities building at 211 E Franklin St., Appleton, WI 54911. Evolve is a self-directed opportunity with a large portion of the time being community based. Young adults and Staff will utilize private and public transportation to attend local events and visit community settings. **Work weeks will be 20 hours, with workday hours from 12:30 pm-4:30 pm Monday - Friday, with no weekends necessary. Starting date for this position is January 26, 2026.**

### **Major Responsibilities**

- Aides Evolve lead in implements programs for young adults living with a developmental or intellectual disability
- Individualized Support: Engage with young individuals on a one-on-one basis to understand their unique needs and challenges. Provide personalized support and mentorship tailored to each youth's circumstances. You will also complete several types of assessments with transition aged youth, including positive personal profiles, and create person-centered plans to remain in HCBS compliance.
- Provide high quality options for activities and events young adults can choose from.
- Provides high quality educational and recreational opportunities for young adult participants.
- Provide leadership and initiative in teaching and assisting activities.
- Provide an environment that ensures safety, caring, skill development, encouragement, and wellbeing for all young adults.

### **Additional duties and responsibilities may include:**

- Support during large and small group activities.
- Encourage the decision-making process of all young adults.
- Monitor young adults' health and condition.
- Accompany young adults at all times and maintain constant supervision during water times/around water.
- Crisis Intervention: Be prepared to handle crisis situations and offer immediate assistance and support to youth in distress. Collaborate with appropriate agencies and authorities when necessary to ensure their safety and well-being. It's important to recognize that SOAR utilizes non-violent crisis-intervention strategies, and we expect all employees to utilize the same. We do not use restraints of any kind.
- Communicate with supervisors regarding daily outcomes and unique situations.
- Assist with accurate records including incident reports and attendance.
- Communicate professionally with young adults, parents, supervisors and fellow staff.
- Know and understand emergency procedures.
- Know and understand behavior framework developed for Evolve 365
- Learn and become proficient with the public transit system and using ride share programs like Uber.

### **Evolve 365 Lead Skills/Qualifications**

- Experience serving individuals with differing abilities.
- Enjoy being around youth of all abilities.
- Must possess visual and auditory abilities to identify and respond to environmental and other hazards related to summer experience.

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- Must possess the ability to communicate and work with groups of all ages and skill levels in order to provide necessary instruction to young adults.
- Close observation of youth behavior, evaluate its appropriateness, and enforce and implement appropriate behavior management techniques.
- Maintain a positive attitude and provide a positive environment for young adults.
- Have a strong awareness and commitment to preventing, detecting, and responding to physical, emotional, or sexual abuse.
- Ability to be flexible and adapt to ever changing needs of young adults
- Possess leadership skills and be willing to lead small groups of young adults living with disabilities through fun and educational activities.
- Be kind and patient with caring personality
- Excellent independent problem-solving skills.
- Must have the ability to be outdoors and perform job duties/participate in games in various weather conditions including heat, humidity, rain, etc.
- Valid background check and clearance for working with minors.
- Must have a valid driver's license, ability to pass agency driving background check (to drive agency vehicles) and reliable transportation.

**GENERAL**

This position description defines the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Evolve Manager, Director of Youth Services, Executive Director or the Board of Directors. All requirements are subject to change over time, and to possible modifications to reasonably accommodate an individual with developmental disabilities.