

Fellows job description

The Fellows are important members of the Reality Ministries staff. We're a tight-knit team who work well together, and we always look forward to welcoming our Fellows on board! Here are some of the crucial leadership roles for the Fellows:

Daytime

Much of the Fellows' weekly hours will be dedicated toward making our Daytime program happen. Daytime runs 10:00-3:00 Monday-Friday, and on each day it will include approximately 30 people with and without developmental disabilities. We offer a wide array of activities and classes, but the main goal (as with everything we do) is to provide space for belonging and friendship. There are three ways in which the Fellows help lead Daytime:

1. Each Fellow will, for one day a week, function as the **Point Person** for Daytime, meaning that he/she is the overall leader for the day. The point person manages the schedule, keeps track of who is present, is available to help problem solve, and makes a record of the celebrations and the challenges of that day.
2. On non-Point Person days, each Fellow will **lead various activities and breakout groups**. Groups do a wide variety of things. We are often able to match these groups with a particular Fellow's interests and skills.
3. When a Fellow is doing neither of the above things, and when they are not working on something else, they are often present with Daytime in a supporting role.

All told, Daytime requires half or more of a Fellow's weekly working hours.

Evening Gatherings and Community Care

Each Fellow will work with one of our Community Leaders in facilitating one of our three Evening Gatherings. (The three Community Leaders are charged with leading these Gatherings *and* with the bigger task of caring for the many people in each of their groups in a broad sense.)

- Fellows will assist the Community Leaders with any logistical matters related to running the Gatherings.
- Fellows will meet with their Community Leader weekly to discuss both the Gathering and any matters related to their Group.
- Fellows help the Community Leaders care for the participants and volunteers in their Group. This aspect could include home visits, going to events such as Special Olympics, celebrating birthdays, or facilitating other special outings.

Special Events and Camps

The Fellows work with the rest of the staff on all of Reality's special events and summer camps, including:

- Summerfest (day camp in late summer)
- Fall Fundraiser (November)
- Live Nativity (December)
- Kings and Queens Winter Ball (January)
- Reality Talent Show (April)
- Overnight trips to the coast (early and late summer)

Fellows Development

- The Fellows will have a couple hours each week set aside for learning and reflection.
- The Fellows will participate in regular staff meetings and team meetings.
- Each Fellow will have a person on staff who will intentionally reach out to share regular time with him/her.
- Each Fellow may be asked to cover a small number of extra assignments, such as representing Reality Ministries at an information fair or other community event.
- We always want to celebrate the various gifts and talents our Fellows bring. Often, this leads us to create special “bonus” opportunities for program leadership by our Fellows, outside of regular programming and as time allows, such as: weekly basketball practice, PR/marketing work, music group, community outreach.... It could be anything!