



Recreation Specialist: Adult Programming & Transportation Services

Northern Suburban Special Recreation Association

Contact Name:

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Contact Phone: 847-509-9400

Closing Date:

Salary: \$52,000 to \$62,000 a year

Description:

Recreation Specialist

Area of Concentration: Adult Programming & Transportation Services

(Full-Time, Exempt)

At NSSRA, we believe that everyone deserves the chance to play. Formed in 1970 with that goal in mind, we were the first Special Recreation Association in the country, offering programs and services for children, teens, and adults with disabilities. We are similar to a park district; however, we only serve residents in our partner communities with special needs.

Fifty years later, we serve approximately 1,800 individuals throughout the year in the northern suburbs of Chicago. We're all about creating an environment of belonging through play, and we want you to be a part of our team!

ABOUT THE JOB

Members of Team NSSRA are dedicated individuals with enthusiasm and initiative. The Recreation Specialist is responsible for the coordination and implementation of safe, high-quality recreation services for individuals with disabilities.

KEY RESPONSIBILITIES:

- Direct leadership of recreation program, special events and overnight trips for individuals with disabilities of all ages.

- Supervise individuals by utilizing behavior management, transferring and other skills necessary for the overall independence and participation of individuals with disabilities.

- Drive agency vehicles and transport program participants, as required, and assist in care and

maintenance of NSSRA vehicles as required.

- Recruit, hire, train, supervise and evaluate part-time seasonal employees and volunteers.
- Develop curricula and goals for recreation programs for adults with disabilities.
- Compile information required for the program guide including development of new programs and completion of program budget worksheets.
- Under the supervision and direction of the Recreation Manager, work as a team to coordinate, supervise, implement and evaluate adult programs provided by NSSRA.
- Develop comprehensive knowledge of adult programs to serve as the key liaison to new and current participants and families, group homes, and employees in this area.
- Work with Recreation Manager to complete and maintain reports, files and paperwork necessary for adult programs and transportation services.
- Develop seasonal transportation routes and coordinate vehicle maintenance and inspections.
- Assist the Recreation Manager with coordination of training programs for agency drivers.

ABOUT YOU

- Graduation from an accredited college or university with a bachelor's degree or minimum of three years full-time equivalent experience in therapeutic recreation, recreation administration, special education, adaptive physical education, or a related field.
- Have, obtain or sit for the NCTRC (National Council for Therapeutic Recreation Certification) within one (1) year of employment is preferred.
- Demonstrable knowledge of disabilities and the recreational needs of persons with disabilities without exclusion.
- Knowledge and/or training in the area of therapeutic recreation, recreation, special education, adaptive physical education or a related field.
- A valid Illinois Driver's License and personal transportation to accomplish position responsibilities.

SCHEDULING & PAY

This is a full-time, year-round position that requires evening and weekend work. Salary is \$52,000 to \$62,000 a year, dependent on qualifications.

BENEFITS WE OFFER

NSSRA offers a generous benefit package which includes: medical, prescription and dental coverage, vision reimbursement, life insurance, pension plan, and paid time off.

JOIN THE TEAM

Complete an online application at www.nssra.org/jobs to schedule an interview.

The position is open until 4/7/2024. Please apply early as recruiting and interviewing will begin immediately.

NSSRA is an Equal Opportunity Employer.