



Recreation Coordinator

Gateway Special Recreation Association

Contact Name: Ryan Massengill

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Closing Date:

Salary: \$42-\$45K

Description:

****Job Summary:****

As a Recreation Coordinator for Gateway Special Recreation Association (SRA) Elevate Day Service program, you will be responsible for leading and executing daily operations of Gateway SRA's Elevate Day Services. This role involves facilitating direct programming from Monday to Friday, 8:00 am to 2:30 pm, with additional office hours from 2:30 pm to 4:30 pm. Flexibility in scheduling may be required to accommodate 40 hours per week and potential weekend support for other SRA programs.

****Responsibilities:****

- Provide direct oversight and hands-on implementation of Elevate Day Services.
- Develop promotional materials to target individuals with disabilities seeking recreational opportunities.
- Establish and maintain communication with families, school administrators, and community representatives.
- Collaborate with the Superintendent of Recreation to organize enrollment systems, needs assessments, and curriculum planning.
- Arrange trips, activities, and manage expense budgets for the program.
- Assist in recruiting, hiring, and training part-time team members for Elevate Day Services.
- Support team members through orientation, training, coaching, and recognition activities.
- Participate in weekly programs, special events, and potential coaching opportunities through Special Olympics.

****Qualifications:****

- Bachelor's degree in recreation, special education, autism studies, developmental disabilities studies, social work, or related field.
- Certification in therapeutic recreation (CTRS) or parks and recreation (CPRP) is highly preferred.
- Proficiency in verbal and written communication, along with computer skills (Microsoft Word, Excel, Publisher, Teams, Outlook).
- Ability to drive agency vehicles, hold a valid Illinois Driver's License, and be certified in First Aid & CPR.
- Must pass background checks, including CANTS, HCWR, CHIRP, and a pre-employment drug

screening.

- Willingness to attend continuing education conferences and meetings related to Parks and Recreation Therapeutic Section in Illinois.

****Schedule:**** Monday-Friday 8:00 am - 4:30 pm with occasional late evenings and weekends.

****Salary:**** \$42,000 - \$45,000 annually.