



Recreation Specialist

Maine-Niles Association of Special Recreation

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Closing Date:

Salary: \$40,500

Description:

Located just north of Chicago, The Maine-Niles Association of Special Recreation (M-NASR) has been providing recreational programs and services to individuals with disabilities since 1972. M-NASR is an extension of the park districts of Morton Grove, Des Plaines, Park Ridge, Skokie, Niles, Golf-Maine, and the Village of Lincolnwood Parks and Recreation Department. M-NASR provides professional development opportunities for staff such as leadership, budgeting, problem solving, planning & organization to name a few. We provide a fun work environment and empower our staff to develop, plan, and lead their respective areas, setting up our participants for success in the programs. In addition to M-NASR's weekly programs and special events, M-NASR also works with our member districts to provide Inclusion services in their programs to individuals that need it.

Accountability: Senior Operations Manager

FLSA Status: Exempt

The Adults with an Intellectual Disability (AWID) Recreation Specialist, under the direction of the Senior Operations Manager, is responsible for the implementation of leisure services for individuals with a disability or special need from child to adult. This position requires the application of specialized therapeutic training to formulate and administer a broad recreation delivery of services for individuals with special needs without exclusion.

FLSA: The Recreation Specialist is a full-time employee with hours that fluctuate to accommodate evening or weekend programs and meetings.

Qualifications: Bachelor's Degree plus knowledge and/or training in Therapeutic Recreation, Special Education, adaptive physical education or a related field from an accredited college or university. Knowledge of the recreational needs of persons with a disability without exclusion. Ability to complete NCTRC (National Council for Therapeutic Recreation Certification) or comparable certification within six (6) months of employment in addition to First Aid/CPR, AED and other certifications as required. A valid Illinois class "D" Driver's License is required.

Essential Functions:

1. Plan, conduct, oversee, implement, and evaluate and/or assist recreation programs for individuals with disabilities. This includes but is not limited to implementation of lesson plans, adaptations, behavior management strategies and documentation including but not limited to budgeting, program evaluations and incident reports. It also includes gathering, loading, transporting, and set up of

necessary program equipment.

2. Provide supervision of overall program, assisting staff, and participants. Participant supervision may include lifting and transferring, feeding, and other personal care. Provide physical and emotional support to children and adult with disabilities.
3. Safely transport participants of varying ages and abilities using agency vehicles.
4. Assist with agency-wide and Foundation events.
5. Advocate for community access to recreation for individuals with disabilities.
6. Adhere to all agency policy, procedure, and safety manuals by exhibiting a working knowledge of general and department specific rules and operations.
7. Provide timely response to communication.
8. Utilization of computer software and specific databases, specifically Microsoft Office and RecTrac.

Job Specific Essential Functions:

1. Assist in training and orientation of support staff, direct supervision of support staff in programs.
2. Assess, plan, implement and evaluate all aspects of all Special Olympics Programs.
3. Plan the annual vacation trip.
4. Oversee the communication and registration procedures with group home and residential facilities.
5. Other agency related responsibilities as assigned by Supervisor, Superintendent of Recreation or Executive Director.

Marginal Functions:

1. Drive agency or personal vehicle to daily programs, seasonal special events or away trips.
2. Attending meetings for state or local organizations
3. Deliver seasonal brochures and other flyers to member district facilities.

Safety Considerations:

1. Staff will comply with all M-NASR Safety Policies and Procedures and carry out all tasks in a safe manner.
2. Attendance at various safety in-services will be required.

Psychological Considerations:

1. Must be able to respond to needs of individuals with disabilities.
2. Must be able to work under stressful conditions.
3. Must demonstrate adequate leadership qualities.
4. Must be willing to work as part of a team.
5. Must be confident when presenting to a group at orientations and trainings.

Physiological Considerations:

1. Must be able to lift and transfer participants or equipment safely.
2. Must be able to perform physical restraints if necessary.

Environmental Considerations:

1. May be exposed to extreme weather conditions (i.e. during damp seasons, rain, snow and heat).
2. May be exposed to elements when driving to meetings/programs or when assisting in outdoor functions.

3. May be exposed to hazardous vegetation (i.e. poison ivy) during activities.
4. May work with flammable material.

Cognitive Considerations:

1. Must exhibit good problem-solving ability and good judgment in keeping with the mission of M-NASR
2. Must be able to demonstrate good safety awareness and judgment.
3. Must be able to follow rules and directions.
4. Read and understand large volumes of electronic or non-electronic paperwork.
5. Must be able to communicate effectively.

Essential Physical Capabilities:

1. Prolonged periods of sitting, standing, bending, stooping, and walking.
2. Ability to closely supervise individuals with disabilities.
3. Operating a passenger vehicle.
4. Capable of lifting, pushing, pulling, and carrying items weighing 20-50 pounds with mechanical assistance or team lift.

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