



Special Recreation Inclusive Programming Supervisor

Springfield Park District

Contact Name: Amanda Tippin

Contact E-mail: atippin@springfieldparks.org

Contact Phone: 217-544-1751 ext 1014

Closing Date: 2022-05-31

Salary: \$39,520-\$49,317

Description:

Department: Special Recreation

Position Title: Special Recreation Inclusive Programming Supervisor

Reporting Authority: Superintendent of Recreation Programming

Classification: Full-Time Exempt

Salary: \$39,520 - \$49,317

What is the Springfield Park District?

The Springfield Park District offers a variety of educational and recreational programs, classes and events for people ranging in age from 6 months to seniors. The Park District partners with several local organizations and clubs to provide athletic programming such as youth baseball/softball, men's soccer, disk golf leagues, cricket, rugby, pickleball, youth football, bicycling clubs and related clubs/groups. Additionally, the Springfield Park District also maintains intergovernmental/cooperative agreement with various Police Departments, School District and local colleges. We manage 4 Golf Courses, 2 Indoor Ice Rinks, 2 Outdoor Pools, Indoor Pool, 3 Dog Runs, 3 Disc Golf Courses, 2 Baseball Stadiums, 2 Early Childhood Program Facilities; Preschool & Funshop, 2 Historic Pavilions, Special Needs Facility, a Carillon, Botanical Garden, Tennis Complex, Skate Park, Erin's Pavilion Rental Facility and the Henson Robinson Zoo.

Our Mission: to provide accessible and memorable recreational opportunities that enrich the community and improve the quality of life for generations as well as conserve our natural resources.

Position Summary:

The Inclusive Programming Supervisor is responsible for creating, planning, implementing, and evaluating segregated and inclusive recreation programs for people with disabilities including weekly programs, coordination of Springfield Park District day camps, social clubs, leisure education, special events, trips and special project areas as assigned. The function of the Special Recreation Coordinator is to facilitate the participation of the individual(s) with a disability in a park district recreation program. The Special Recreation Coordinator will work in cooperation/collaboration with the other members of recreation staff, recreation managers, community leaders, and local community organizations. The ultimate goal is to foster full participation of the individual(s) with a disability.

Additionally, this supervisor will direct all aspects of the programs and/or facility including its activities and the relationships between the facility and its patrons, employees, community, governing Park District managers, Board of Trustees, and industry. Coordinates and administers facility policies and provides supervision and support to all department heads. Monitors the quality of products and services to maximize customer satisfaction. Secures and protects program/facility assets.

Strong candidates will enjoy and value working with the public and people of all ages, cultures, and abilities. This person should plan to have a commitment to the mission and core values of the Springfield Park District.

This position works a minimum of 40 hours per week. The hours would include non-standard work week Tuesday – Saturday. This will include weekdays, weekends during normal business hours and could include additional evening work and holidays. Schedules could fluctuate based on facility, operational and District needs. Please see a full list of specific duties below.

Specific Responsibilities:

- Responsible for the creation, development, implementation, and management of special recreation programs, and evaluation of existing programs.
- Assist with the planning and development of community special events.
- Develop long-term program planning and vision of special recreation programs.
- Supervise, train, and evaluate IMRF, seasonal staff and volunteers.
- Responsible for employee time monitoring, online time management and bi-weekly payroll timecard processing for all direct reports, which includes following all protocols, directives and schedule demands set by the District HR Department.
- Directly responsible for management of program budgets including continuous revenue growth and controlling expenses.
- Maintaining clear and open communications with parents and guardians. Informing them of incidents/accidents in an appropriate and timely manner. Providing opportunities for feedback, suggestions and/or questions concerning the program.
- Act as an advocate for individuals with a disability. Promote disability awareness throughout the community and emphasize the similarities rather than the differences between people.
- Oversee the inventory and care of recreation program equipment and supplies which are associated with program assignments and responsibilities.
- Develop detailed reports to analyze and make recommendations for continuous improvement.
- Develop and maintain positive relationships with affiliated organizations and partners.
- Maintain all required licenses, permits, credentials and paperwork for assigned program including records, forms, correspondence, tracking expenses and retention policies for these records.
- Oversee the management and performance of all Special Recreation and applicable department operations and services; assure high standards and total customer satisfaction.
- Establish Special Recreation programming/facility operations personnel policies and ensure proper hiring, training, supervising, personal development, and corrective action in accordance with fair labor standards, safety, and established policy.
- Responsible for RecTrac, perform System Administrator duties for Special Recreation and management of the Rectrac Activity Input and Facility Space Management along with education/outreach Webtrac needs, registration/refunds, daily admission processing passes, POS touch screens.
- Write and prepare routine and special reports for the monthly Board packet.

- Responsible for ensuring your department has appropriate facility, program, rental fees and any informational content uploaded in Rectrac, submitted and listed correctly quarterly to the Marketing Department to be inserted in Park District brochures.
- Oversee the development of operating procedures and training manuals for Special Recreation and all programming.
- Must be ready to report on customers, operations, revenue growth, cost containment and continuous improvement, and manage the training of staff on these deliverables.
- Attends as invited committee/staff/public meetings representing Special Recreation.
- Along with the Department of Finance, develop and oversee all fiscal areas and performance for the Special Recreation including planning, budgeting, forecasting, monitoring, and correction
- Enforce all rules and regulations governing Special Recreation and the Springfield Park District.
- Oversee Special Recreation marketing initiatives including all promotional materials, program registrations, and special events.
- Identify and partner with local community-based organizations to create a special recreation association/partnership that will serve the recreational needs of people with a disability in the greater Springfield area.
- Perform all other tasks as assigned by the Superintendent of Recreation Programming or the Assistant Director of Recreation & Marketing.

Required Knowledge, Skills, and Abilities:

- Graduate from an accredited college or university with a BS/BA degree in Therapeutic Recreation, Special Education or equivalent degree.
- Preferred candidates would hold their Certified Therapeutic Recreation Specialist (CTRS) status.
- Minimum two years professional experience managing special recreation and inclusion programs.
- Must have the ability to implement recreation programs for people with a wide range of ability levels.
- Must possess or be able to obtain CPR and First Aid Certifications.
- Fundamental supervisory practices and principles
- Act as a role model for all employees by demonstrating the behavior and work ethic expected of all employees.
- Strong organizational, planning and prioritization skills.
- Self-motivated with desire to promote and market.
- Service and customer focused attitude.
- Experienced in written and oral business communications.
- Remain up to date on customer relationship management tactics and strategies.
- Experienced computer user including Office 365- Microsoft Outlook, Word and Excel. Proficient in other applications, i.e., POS software, email, internet, Rectrac and database management
- Maintain and promote a positive professional image within the community.
- Required attendance to conferences, workshops, meetings, and trade shows to keep abreast of Special Recreation and required annual recertifications.

General Requirements:

- Must be able to read and write and have good command of the English language.
- Good oral and written communication.

- Must have reliable transportation.
- Physical capabilities – lifts 50 pounds, squat, bend and move as necessary for the job.
- Must be able to perform basic mathematics.
- Must have basic proficiency with Microsoft Office© applications.
- Must present a neat and professional appearance.
- Responsible to follow policies and procedures outlined in Springfield Park District Employee Handbook.

The Springfield Park District is committed to the provisions of Equal Employment Opportunities and Affirmative Action to its applicants regardless of race, color, religion, ancestry, age sex, marital or veterans' status, national origin, disability or any other legally protected status.

Applications & Resumes should be submitted Online:

To be considered for a position, all applicants should apply online through our Job Opportunity and Tracking Portal. No paper applications or resumes will be accepted. Go to www.springfieldparks.org and click on Join Our Team to see a full list of job opportunities.

The Springfield Park District is committed to the provisions of Equal Employment Opportunities and Affirmative Action to its applicants regardless of race, color, religion, ancestry, age sex, marital or veterans' status, national origin, disability or any other legally protected status.

Revised April 2022