



Recreation Specialist

West Suburban Special Recreation Association

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Closing Date:

Salary: starting at \$41,000 based on experience

Description:

ABOUT WSSRA: West Suburban Special Recreation Association (WSSRA) provides year-round recreation programs and services for individuals with disabilities. WSSRA values a culture of collaboration, growth, innovation, equity, and fun. If you are energetic, creative, passionate and want to make a difference your career and the lives of others, you are probably a great fit for our team. For more information visit our website at wssra.net.

JOB PURPOSE: This Recreation Specialist is responsible for the development, management, and implementation of WSSRA's seasonal programs with an emphasis in school collaborative and inclusion programming. This position will assist in trainings, special events, and overnight trips for individuals with disabilities. This position requires some night and weekend availability.

QUALIFICATIONS: 4-year degree from an accredited University in Therapeutic Recreation or related field and have the equivalent of one year of experience in a recreation setting. Experience working with a variety of ages and abilities will make you a strong candidate. Certified Therapeutic Recreation Specialist; CTRS preferred. Valid Illinois driver's license required.

ESSENTIAL FUNCTIONS OF THE JOB:

- Develop, organize, and supervise seasonal programs, special events and overnight trips for individuals with disabilities of all ages.
- Complete program related paperwork including lesson plans, attendance records, program evaluations, staff evaluations, and participant assessments.
- Gather, load, transport and set up equipment for programs and events.
- Assist the Inclusion Manager with managing inclusion requests, including conducting observations and assessments and providing partner agencies with suggestions to best accommodate individuals needing support.
- Provide behavior management suggestions to Inclusion Aides and partner agency staff.
- Oversee all aspects of WSSRA's school collaborative programming.
- Assist with program recruitment and attend community and partner events.
- Prepare and monitor program budgets.
- Supervision and care of individuals, including behavior management, dispensing medication, and

assistance in daily self-care.

- Perform orientation and training of seasonal part-time staff, volunteers, and new employees.
- Supervise, train, mentor, and evaluate seasonal part-time staff and volunteers within assigned programs and events.
- Actively support WSSRA risk management program including enforcing safety rules, reporting accidents and injuries, and developing ideas for the prevention of future incidents.
- Drive to and from programs and facilities.

MARGINAL FUNCTIONS OF THE JOB:

- Establish relationships with outside organizations, network with related organizations.
- Drive agency vehicle to transport participants to and from programs.
- Pick up general materials (i.e., printed brochures, special supplies)
- Attend agency meetings, as well as for state and local organizations.

REQUIREMENTS AND COMPETENCIES:

- Ability to work evening and weekend hours.
- Ability to communicate clearly and effectively both written and verbally.
- Must be able to successfully pass a pre-employment background check.
- Ability to adapt to a changing environment and manage multiple responsibilities.

PHYSICAL REQUIREMENTS:

SITTING: 25 -35 hours/week (at desk, in meetings, in vehicles)

STANDING: Copy machine, meetings, presentations

TRANSPORTATION: Ability to get to and from office, programs, and events

LIFTING: Materials for presentations and events, up to 50 pounds

COMMUNICATING: Ability to use telephone, speak to groups, use a computer and e-mail

BENEFITS:

Medical Coverage, Dental Coverage, Life Insurance, Illinois Municipal Retirement Fund (IMRF) Pension Plan, Flexible Spending Accounts, Paid Holidays, Vacation, Sick Time, Personal Days

To apply for this position, please visit wssra.net. For questions reach out to Maria Losselyoung at (847) 455-2100 or Marial@wssra.net.