



Therapeutic Recreation Specialist

Fox Valley Special Recreation Association

Contact Name: Nieta Gates
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Closing Date: 2022-08-16
Salary: 40000

Description:

DEPARTMENT:

Recreation

FLSA:

Exempt

BENEFITS

Complete medical, dental, vision, and life insurance package; vacation, personal, and sick days; ten paid

holidays; pension plan; IPRA Membership; continuing education opportunities; Member Agency leisure

benefits.

DIRECTLY REPORTS TO:

Day Program and Camp Manager

RESPONSIBLE FOR DIRECTLY SUPERVISING:

Day Break Program Assistants and Volunteers

JOB PURPOSE:

To plan, implement and evaluate Day Break, the therapeutic day program for young adults with disabilities within our member park districts and support all day program and day camp initiatives.

POSITION QUALIFICATIONS:

- College student or college graduate with a degree in Therapeutic Recreation, Recreation, Education
- or a related field of study.
- Current NCTRC Certification or ability to obtain within one year of employment.
- Must demonstrate knowledge of disabilities and have proven experience in planning and delivering
- a wide range of recreation activities for adults with various disabilities in community recreation or

- related fields.
- Ability to assess, plan, develop, implement, evaluate and document activity programs for the
- therapeutic recreation continuum of services.
- Must demonstrate enthusiasm, strong interpersonal skills, communication skills and ability to work
- effectively with people with disabilities, FVSRA staff, FVSRA member agency staff,
- parents/guardians, participants, community agencies, and members of the general public.
- Experience leading and supervising volunteers and part-time staff.
- Must have good organizational skills and demonstrate the ability to work independent and solve
- simple to complex problems.
- Must demonstrate dependability, promptness and punctuality.
- Be a team leader, promoting group cohesiveness.
- Be safety conscious.
- Certification or acquiring certification within six months of hire, Handle with Care crisis prevention
- and First Aid/CPR are required.
- Ability to engage in activities requiring physical exertion.
- Ability to perform required duties under stressful situations without supervision.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assess, Plan, lead, and evaluate Day Break, a therapeutic recreation day program.
- Adhere to all FVSRA safety policies and procedures
- Review participant's Annual Information Forms with all staff (disability, allergies, medications,
- seizures and behaviors).
- Must maintain daily attendance records for participants.
- Must make certain facilities and equipment are safe and free from hazards.
- Must complete and return accident and behavior reports to the FVSRA office within 24 hours.
- Prepare and implement behavior management strategies when necessary, to ensure safe
- involvement in the Day Break program.
- Must keep all participants' medication in a secure place and oversee the delivery of all medication to
- the participants at the designated time.
- Select, recommend, purchase, and inventory supplies and equipment, which are associated with
- program assignments and responsibilities.
- Provide direct supervision for all part-time staff and volunteers assigned to Day Break.
- Must assist participants in the pool on all swim days.
- Assist with participant daily living skills and personal care needs such as feeding, changing, toileting
- or participant transfers.
- Expected to motivate staff and remain enthusiastic throughout the Day Break program season.
- Responsible for maintaining all money, receipts and records for Day Break funds. Expected to

- adhere to the FVSRA Pcard policies and procedures and turn in a monthly report to the Adult Coordinator.
- Responsible for developing and dispersing monthly calendars to participants and families/guardians for current program and other day program or camp locations.
- Provide timely responses to phone calls, voicemails, and written materials.
- Responsible for leaving the Day Break facility clean and organized at the end of each day.
- Maintain a safe and secure environment and experience for participants and staff.
- Complete all weekly and daily paperwork and documentation as assigned including end of the season evaluations and staff evaluations.
- Attend all assigned meetings for FVSRA as requested by supervisor.
- Provide physical and emotional support to the participants when working and participating in activities requiring assistance.
- Must be able to respond to the needs of individuals with disabilities.
- Must be able to work efficiently and effectively under pressure; such as deadlines and emergencies.
- Must demonstrate adequate leadership qualities.
- Maintain constant communication and quality customer service with parents, staff and participants.
- Solve moderate to complex problems regarding the program, participants or supervision of part time employees and volunteers.
- Inspect work and program areas (use checklists) for compliance with safe work practices and rules.
- Enforce safety rules and improve employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions.
- Immediately reports all accidents and unsafe conditions to their supervisor.
- Cooperate and assist in the investigation of accidents.
- Makes sure necessary safety equipment and protective devices for each job or program are available, used, and properly maintained.
- Attend all required safety program and in-service education meetings.
- Effective use of cell phones, computers software, and the internet for the performance of job assignments.
- Treat public complaints and concerns with the utmost attention. Is courteous in all cases.
- Perform other duties related to the Day Break Program Leader when necessary, or duties in the best interest of the Association.

Fox Valley Special Recreation Association (FVSRA) is an Equal Opportunity Employer. FVSRA fosters a workforce ethic that embraces diversity, equity, and inclusion that enables all employees to thrive. FVSRA does not discriminate on the basis of race, creed, color, religion, age, disabilities, national or ethnic origin, gender or sexual orientation, status as a veteran, or any classification protected by local, state, or federal law.