



## **Therapeutic Recreation Coordinator**

Fox Valley Special Recreation Association

**Contact Name:** Nieta Gates  
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**Closing Date:** 2022-08-16  
**Salary:** 45,000/Annually

**Description:**

DEPARTMENT:

Recreation

SALARY/SALARY RANGE:

This is a salaried position.

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:

Either the Program Manager or the Athletics Manager

RESPONSIBLE FOR DIRECTLY SUPERVISING:

Part-Time Program Staff assigned to their program load

JOB PURPOSE:

To assess, plan, develop, implement and evaluate therapeutic recreation programs for children and adults with disabilities

POSITION QUALIFICATIONS:

- Graduate from accredited college or university with a Bachelor of Science degree in Therapeutic Recreation or recreation with a therapeutic emphasis and practical experience in therapeutic recreation programming.
- Current NCTRC Certification or ability to obtain within one year of employment.
- Must demonstrate knowledge of disabilities and have proven experience working with individuals with disabilities including planning a wide range of recreation activities.

- Must demonstrate enthusiasm, strong interpersonal skills, communication skills and ability to work effectively with people with disabilities, FVSRA staff, FVSRA member agency staff, part time coaches, parents/guardians, participants, school district personnel, community agencies, as well as members of the general public.
- Must be able to work independently, solve problems, and convey a positive attitude to others. Must have strong written and verbal communication skills.
- First Aid/CPR certification required or ability to obtain within one year.
- Handle with Care Behavior Management certification or ability to obtain within six months.
- Ability to assess, plan, develop, implement, evaluate and document activity programs for the therapeutic recreation continuum of services.
- Ability to perform required duties under stressful situations without supervision.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assess, plan, develop, lead, evaluate and document therapeutic recreation programs on a year round basis.
- Analyze specific area of focus, identify trends and recommend programs.
- Serve as liaison to part-time program leaders.
- Assist in supervision and evaluation of part-time staff and volunteers in assigned programs.
- Develop goals and objectives for each assigned program and maintain all program paperwork; i.e., records, forms, and correspondence.
- Attend all assigned meetings and approved professional development opportunities.
- Develop and maintain effective communications in all work-related relationships.
- Assist in the orientation of new part-time staff and supervision of interns.
- Prepare program budgets and maintain expenditure records.
- Safely drive a vehicle and 15 passenger bus to programs, seasonal events, away trips and/or meetings.
- Provide physical and emotional assistance to children and adults with disabilities.
- Select, recommend, inventory, purchase and organize supplies and equipment, which are associated with program assignments and responsibilities.
- Work efficiently and effectively under pressure; such as deadlines and emergencies.
- Demonstrate strong leadership qualities.
- Assist with collecting program photos and promoting through marketing channels
- Cooperates and assists in the investigation of accidents.
- Treats public concerns with the utmost and courteous attention.
- Assist in all Foundation fundraising events.
- Other duties as assigned.

#### AREA OF FOCUS

- Therapeutic Recreation Coordinator – reporting to Program Manager
- Carolyn Nagle Sensory Room (scheduling, cleaning, maintaining)
- Participant Intakes/IEPs
- Dr Kelly Resource Library

-Program focus: social, cultural, special events

Therapeutic Recreation Coordinator – reporting to Athletics Manager

-Participant Ambassador Program

-Participant Committee

-Rec1 Participant Information Audits

-Behavior Logs

-Virtual Programs

-Program Technology

-Program focus: Fitness, Athletics

#### SAFETY DUTIES & RESPONSIBILITIES:

- Maintains a working knowledge of all general agency and departmental specific safety rules.
- Uses material-handling equipment or staff assistance when needed and when lifting and/or moving objects 50 lbs. or heavier.
- Inspects work and program areas (use checklists) for compliance with safe work practices and rules.
- Reports any work-related or patron injuries to supervisor promptly.
- Participate in Safety Committee and attend required safety program(s) and in service education meetings.
- Adhere to Safety Manual contents by exhibiting a working knowledge of general and department specific safety rules.
- Enforces safety rules by confronting and correcting unsafe behavior and conditions.
- Corrects unsafe conditions and/or reports them to supervisor.
- Uses personal protective equipment including safety and sun glasses, appropriate work boots and protective gloves.

#### WORKING CONDITIONS:

This job operates indoors in classrooms, gymnasiums, multi-purpose rooms and exercise rooms as well as outdoors at different activity fields, parks, playgrounds, etc. The noise level can range from quiet to loud. When working inside conditions can include different types of lighting and temperatures. When working outdoors you may be exposed to different types of weather conditions. You may be exposed to elements when driving to meetings or program.

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.