



## **Recreation Supervisor**

### **Center for Enriched Living**

**Contact Name:** Amanda Kolakowski

**Contact E-mail:**

**Contact Phone:**

**Closing Date:**

**Salary:** Starting at \$46,000

#### **Description:**

Full-time position: 40 hours including some nights and weekends

#### **About the Position**

Make a difference in the lives of people with developmental and intellectual disabilities and enjoy your contributions every day! Join an outstanding team dedicated to building programs that promote friendship and inclusion, while being committed to member choice and growth. Under the direction of the Program Manager, the supervisor plans and implements social and recreational programs for people of all ages with intellectual and developmental disabilities. This exciting position provides opportunities to oversee the development of curriculum and/or activity plans for all assigned programs; enhance communication skills through interaction with members, families and/or agency staff concerning member choices, ideal supports and needs. The selected individual will also impact our team by hiring, evaluating, training and supervising activity instructors within specific programs. They will ensure overall program success by monitoring and reconciling budget(s), coordinate classes, activities, facility usage and transportation routes, volunteers, and interns within specific programs. When necessary, they will drive CEL vehicles and transport members to various locations. The selected individual will be a consummate professional and show respect to all members, staff and stakeholders as well as observing member rights and maintaining confidentiality. CEL is a member-driven organization that supports an inclusive culture and promotes excellence and transparency in all facets of their operations.

#### **About the Organization**

The Center for Enriched Living (CEL) is a privately funded non-profit organization serving the social and recreational needs of people of all ages with developmental and intellectual disabilities. CEL brings friends and peers together to provide social interaction and life-long learning and to be an active part of the community. CEL has been serving the Chicago-area for more than 50 years, is nationally accredited by the Commission for Quality and Leadership and was recognized as one of the top 20 standout nonprofits by Chicago magazine.

#### **Qualifications:**

Bachelor's degree required; preferably in Human Services field OR four to five years related experience and/or training in a human services field-

Experience working with people with developmental disabilities is preferred-

Experience supervising employees and evaluating performance-

Experience in planning and implementing social and recreational activities, classes, or programs-

Demonstrate excellent written and verbal communication skills and be highly organized-

Must be able to understand and speak English clearly and fluently-

Must be proficient in Microsoft Office programs, as well as data and virtual platforms-

Must have a valid Illinois driver's license with no personal restrictions other than corrective lenses and clean driving record-

23 years of age preferred and able to pass drug and alcohol screening and DOT physical (if applicable)-