



Day Program Site Director - Lemont

Southeast Association for Special Parks and Recreation (SEASPAR)

Contact Name: Shannon Tovey, Human Resources Manager

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Closing Date:

Salary: \$20-\$23 per hour

Description:

Are you looking for a part-time job with a purpose? An opportunity to do good things while getting paid? Look no further than SEASPAR!

We are a special recreation association, which is like a park district just for people with disabilities. We serve twelve communities in eastern DuPage and southern Cook counties, and our home base is in Downers Grove. We offer recreational programming specifically for children and adults with special needs, and we're looking for kind, patient, energetic people from all backgrounds to help our participants learn, grow, and – most importantly – have fun!

This position supports our EAGLES Adult Day Program, which provides year-round social, educational, and health-focused activities for adults with disabilities.

This is a non-exempt, permanent part-time position. Hours for this position are Tuesday/Thursday; 8:30 a.m.-3:30 p.m. with 1-2 additional hours for planning.

Our work provides real-world experience with lasting benefits (and looks great on a resume). You'll make new friends in fellow staff and participants. And it's time that you treat yourself to a role that will make a positive difference in your community.

Interested? Read on for position details, then apply to become a member of Team SEASPAR today!

Summary:

The SEASPAR EAGLES Site Director is responsible for leading the EAGLES Program at the Lemont Site (55 Stephen Street, Lemont, IL). This includes implementing and leading the program daily, providing a safe, learning environment for the participants and staff, assisting the Manager with program planning and lesson plans, and purchasing supplies.

Position Qualifications:

- High School Diploma required; college degree preferred.
- Two years direct experience working with individuals with disabilities preferred.
- Valid Driver's License, CDL, CPR/First Aid, CPI/Conflict Resolution. Must have these certifications or be able to obtain within six months.
- 21 years of age or older and able to perform the job functions independently of others.

- Availability to commit to working Tuesday & Thursday approximately 8:00 a.m. – 4:00 p.m. year-round with some holiday breaks.

Key Responsibilities:

- Assist EAGLES Manager in the development, planning, and implementation of daily activities for EAGLES participants.
- Successfully work with Full-Time staff, EAGLES Support Staff, volunteers, parents, community partners, member entity staff, and individuals with special needs.
- Supervise and delegate responsibilities to EAGLES Support Staff and volunteers.
- Discuss any concerns or issues with EAGLES Manager.
- Supervise and participate in all planned activities.
- Know the physical, mental, and medical limitations of all participants; be prepared to provide appropriate attention to all participants in all situations.
- Ensure safety factors relative to program and participant needs.
- Know and use proper disciplinary techniques; provide behavior management when necessary.
- Be available to listen to parental concerns and answer questions on behalf of SEASPAR or refer questions to administrative staff.
- Create weekly lesson plans which include appropriate activities, contacts, and timelines.
- Take daily/weekly attendance of staff and participants.
- Ensure that the facility/program site as well as any equipment is properly maintained.
- Read, understand, and abide by all SEASPAR policies and procedures.
- Perform other job-related duties as assigned.

Marginal Responsibilities:

- Motivate staff and participants to initiate success. Be flexible to change when considering their needs.
- Act as an advocate for the participant when necessary.
- Provide behavior management when necessary.
- Be dependable and punctual.
- Encourage participation and development of friendships with other participants in the program.
- Gathering, loading, transporting, and setting up equipment if necessary.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Worker Traits:** Demonstration of enthusiasm, strong interpersonal skills, communication skills, and the ability to work effectively with people with disabilities, SEASPAR staff, SEASPAR member entity staff, parents/guardians, participants, and community groups, as well as members of the general public.
- **Safety and Security:** Use good safety awareness, judgment and follow policies; report potentially unsafe conditions; use equipment following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- **Problem Solving:** Identify and resolve problems in a timely manner; gather and analyze information skillfully, develop alternative solutions; work well in group problem solving situations; use reason even when dealing with emotional topics.

- **Customer Service:** Manage difficult or emotional patron situations; respond promptly to patron needs; solicit patron feedback to improve service; and respond to requests for service and assistance.
- **Interpersonal Skills:** Focus on solving conflict, not blaming; maintain confidentiality; listen to others without interrupting; keep emotions under control; remain open to others' ideas; and try new things.
- **Oral Communication:** Speak clearly and persuasively in positive or negative situations; listen and get clarification; respond well to questions; and participate in meetings.
- **Written Communication:** Write clearly and informatively; edit work for spelling and grammar; be able to interpret written information; and present clear, legible handwriting.
- **Quality Management:** Look for ways to improve and promote quality; and demonstrate accuracy and thoroughness.
- **Judgment:** Display willingness to make decisions; exhibit sound and accurate judgment; support and explain reasoning for decisions; and include appropriate people in decision making process.
- **Planning/Organizing:** Prioritize and plan work activities and use time efficiently.
- **Professionalism:** Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments.
- **Adaptability:** Adapt to changes in the work environment; manage competing demands; change approach or method as necessary; deal with frequent changes, delays, or unexpected events.
- **Attendance/Punctuality:** Demonstrate consistent attendance and on time arrival; ensure responsibilities are covered when absent; arrive at meetings and appointments on time.
- **Dependability:** Follow instructions; respond to management direction; take responsibility for own actions; keep commitments; commit to long hours of work when necessary; and complete tasks on time.
- **Language Skills:** Read and interpret documents such as safety rules, operating and maintenance instruction and procedure manuals; write correspondences as necessary; and speak effectively to patrons, coworkers, and supervisors.
- **Reasoning Ability:** Apply common sense understanding to carry out detailed by uninvolvement written or oral instructions. Solve problems involving a few concrete variables in standardized situations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is required to stand and walk. The employee must occasionally lift and/or transfer up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at SEASPAR, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, pregnancy, marital status, genetic information, or any other protected characteristic as established by applicable law.

Apply today at: <https://seaspar.isolvedhire.com/jobs/111437.html>