



## **Recreation Coordinator - Camps and Special Events**

Gateway Special Recreation Association

**Contact Name:** Ryan Massengill

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**Contact Phone:** 630.325.3857

**Closing Date:**

**Salary:** 38,000-42,000

### **Description:**

To apply for this position TEXT "RecCoordinator" to (630) 526-7447

As Recreation Coordinators for Ray Graham Association and Gateway Special Recreation Association (SRA) we find our passion in developing and implementing year-round therapeutic recreation experiences for our community. Ray Graham Association and Gateway SRA is seeking a creative, dynamic, passionate individual with a desire to improve children and adults with disabilities' lives through recreation.

As a Recreation Coordinator your primary responsibilities will be seasonal day camps, year-round special events, weekly youth and adult program leading, and coaching Special Olympics geared athletics. You can expect to work mainly Monday - Friday with adjustable morning to evening hours. Weekends will be necessary to support individuals and part time team members as needed. Summer months are camp specific and require a schedule of Monday - Friday 8:00am - 4:30pm.

Seasonal Day Camp Director Top Responsibilities:

Create promotional materials for camps to target youth in our communities

Develop ongoing and consistent communication relationships with families, school administrators, and Gateway SRA member district representatives to promote camps

Develop and maintain an organization system for camper registration information

With the assistance of the Superintendent of Recreation, develop and maintain supply, field trip, and staffing budget for each camp

Recruit, interview and select camp counselors. Nurture team members through orientation training, on the job coaching, and positive recognitions.

With assistance from the Superintendent, develop a creative counselor onboarding and safety orientation training

Develop weekly activity schedules. Secure field trips, horsemanship lessons and swimming days. Order and maintain camp supplies, materials and equipment

Special Events Coordinator

As the Coordinator your top responsibilities are:

Working as team to plan, budget, implement, and evaluate monthly special events for groups of 12 - 60 individuals with disabilities to such places as:

Dances, theater productions, sporting events, cinemas, festivals and vacation trips

This is done by constant communication with the recreation team, families, individuals we support, and community members

Managing advanced ticket purchases, supplies, and day of event procedures are a must

Weekly Program Leading

Responsibilities include:

Aquatics - coordinating, evaluating and implementing weekly swim lessons for youth through adulthood. Providing swim supports as leisure education to transition aged individuals from local high schools. Providing swim supports as a coach to our Gators Special Olympic Swimming athletes.

Social Clubs, Bowling, and Health and Wellness - as the recreation leader you will execute a GAME PLAN that will include materials needed, timing for activities, individual specific support plans and supervision.

Coaching Gator Athletics

With the guidance and assistance of the Sports Coordinator you will:

Become a registered SOI coach

Be Eligible and encouraged to participate in SOI coaches training for specific sports

Work with assistant coaches and volunteers to develop game plans for the sport's you coach. For example, as a Gators Basketball coach you will evaluate athletes, design beginning of the season drills for practices, and create game plans for weekly games against other teams

Attend all tournaments, qualifiers and state game weekends as scheduled

Have strong communication with assistant coaches, volunteers, sports coordinator, athletes and families are a must

Our Ideal Candidate

What are we looking for in you? Someone that sees the teamwork in everything they do! As a Recreation Coordinator, requirements are:

Bachelor's degree in recreation, preferably a concentration in therapeutic recreation.

Or a special education degree, with concentrations in autism or developmental disabilities studies, social work, child development, or other related field to special needs individuals.

A strong background in recreation is desirable.

Highly preferred to have a certificate in therapeutic recreation (CTRS), or parks and recreation (CPRP).

Attend continuing education conferences, meetings with the Illinois Parks and Recreation Therapeutic Section are encouraged, supported and required.

Strong verbal and written communication and computer skills.

Microsoft word, excel, publisher, teams and outlook work.

Abilities to drive agency 14 passenger paratransit and vans are a must while working

First Aid & CPR are required

Valid Illinois Driver's License

Must clear all agency background checks, CANTS, HCWR, CHIRP

Pass a pre-employment drug screen

Salary & Benefits

\$38,000 - \$42,000 per year - fantastic benefits package:

10 paid holidays, vacation days, personal days, sick days, floating holidays

Medical, Dental, Vision packages

403b retirement packages

Personal vehicle mileage monthly reimbursement

Monthly cell phone stipend

Send Cover Letter and Resume to:

Ms. Ryan Massengill, Superintendent of Recreation

She/Her/Hers

[ryanc@raygraham.org](mailto:ryanc@raygraham.org)

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