



## **Recreation Coordinator - Day Program**

### **Southeast Association for Special Parks and Recreation (SEASPAR)**

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**Closing Date:**

**Salary:** 40,000-46,000

#### **Description:**

Are you a dynamic therapeutic recreation professional looking for a new opportunity for growth? Would you love to expand your horizons with a great team by your side? Then SEASPAR is the place for you!

SEASPAR (the South East Association for Special Parks And Recreation) is a special recreation association providing year-round recreational programs and services to residents with disabilities in the following communities in Illinois: Brookfield, Clarendon Hills, Darien, Downers Grove, Indian Head Park, La Grange, La Grange Park, Lemont, Lisle, Western Springs, Westmont, and Woodridge. SEASPAR offers year-round programming for all ages and all disabilities, including: weekly social, artistic, cultural, and fitness programs; special events and trips; Special Olympics training; adapted sports; multi-sensory rooms; and much more!

SEASPAR is currently seeking an energetic, creative, and flexible candidate for our Recreation Coordinator position, which is responsible for providing support and leadership to our EAGLES Adult Day Program, which serves more than 75 participants at four sites each weekday.

#### **Function**

Responsible for the coordination of daily activities for all of SEASPAR's EAGLES Adult Day Program sites.

#### **Duties**

Plan, communicate, and evaluate program content for all sites of the EAGLES Adult Day Program. Secure reservations and input details in planning calendar for all EAGLES sites to facilitate lesson plan development.

Develop and organize activities that meet the needs of the EAGLES program participants.

Manage the day-to-day operations of the EAGLES program

Actively instruct recreation programming within the range of twelve to sixteen hours per week. Visit day program sites or fill role of Site Director, Program Leader, Driver, Support Staff, or Inclusion Aide as needed by executing established lesson plans, encouraging participant engagement, and ensuring participant safety.

In collaboration with Site Directors, create and distribute EAGLES newsletters.

Assist in the formulation of the day program annual budget. Monitor all day program site budgets and expenditures within set budget limits. Collect receipts and close out monthly budgets.

In collaboration with the Site Directors and Manager, assist in the day program planning meetings to meet the needs of EAGLES participants.

Actively support SEASPAR's risk management program.

Prepare and present reports relative to job duties.

Assist with preparation and distribution of SEASPAR brochures and promotional materials.

Represent SEASPAR at various public events to support outreach initiative as needed.

Obtain and maintain training and certification in first aid, CPR, Handle with Care, and others related to duties.

Gain certification as an instructor for an industry-specific topic such as first aid, CPR, CPI, or other related topics.

Develop skills and abilities necessary to carry out assigned duties by attendance at meetings, workshops, in-service training opportunities, webinars, conferences, and other development opportunities.

Monitor local, state, and national trends as they relate to SEASPAR functions.

Perform other job-related duties as assigned.

### **Essential Functions**

Must be able to sit 70% of the workday. Must be able to carry equipment up to 35 lbs. for up to 100 feet, lift equipment/participants up to 50 lbs., and push participants in wheelchairs. Must be able to transfer individuals from wheelchairs to stationary seats, including restroom transfers. Must be able to drive agency vehicles and operate wheelchair lifts and tie-downs. Must have the ability to use telephone, computer, and office equipment and access files in cabinets. Must have mobility to move from one facility to another during the workday. Must have regular and predictable on-site attendance.

### **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, school personnel, and community groups, as well as members of the general public.

The knowledge of the basic philosophical foundation of recreation and leisure.

The ability to interact effectively with and to plan for individuals with a wide range of disabilities.

The ability when necessary to modify and adapt recreation activities to meet participants' needs and interests.

The knowledge of the philosophy of inclusion as well as ADA accommodations.

The knowledge of current inclusive practices.

The knowledge of basic supervisory principles.

The knowledge of current employment laws and practices.

The ability to interact and plan effectively with the SEASPAR staff, parents, and staff representing park districts, schools, and other community agencies and organizations.

The knowledge of schools, nursing homes, group homes, hospitals, clinics, agencies, and organizations serving individuals with disabilities.

The knowledge of community facilities available for SEASPAR's use.

The knowledge and skill in a wide range of recreation interest areas.

The ability to set and evaluate program goals and objectives.

The ability to express ideas clearly and concisely, orally and in writing.

The ability to be flexible in all aspects of job responsibility.

The ability to observe and accurately report on participant behavior and progress.

The knowledge of and ability to practice emergency first aid and aquatic safety.

The knowledge and demonstration of proper safety measures regarding equipment, supplies, and leadership while conducting programs.

### **Required Education and Experience**

The Recreation Coordinator should be graduated from an accredited college or university with a bachelor's degree in recreation, therapeutic recreation, special education, or related field. The Recreation Coordinator must be a Certified Therapeutic Recreation Specialist (CTRS), Certified Park and Recreation Professional (CPRP), or hold the highest level of certification in their field or attain certification within one year.

### **Condition of Employment**

The Recreation Coordinator must be an Illinois licensed driver, provide and insure their own car, and use their own car for SEASPAR business; pass the pre-placement physical and background check. Must have or must attain CDL within six months of hire.

### **Location and Schedule**

The Recreation Coordinator primarily works at the Darien Sportsplex, located at 451 Plainfield Road in Darien. Frequent travel to program sites is required. Regular office hours are 8:30 a.m.-4:30 p.m. Monday through Friday, but evening and weekend commitments should be expected.

### **Compensation**

In exchange for your time and talent, this position offers competitive compensation with a starting salary of \$40,000-\$46,000 based on experience and qualifications, in addition to medical, dental, vision, and life insurance, Illinois Municipal Retirement Fund pension plan, medical and dependent flexible spending account, paid time off (including holiday, vacation, personal, and sick), and tuition reimbursement.

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.

To apply online, visit the SEASPAR website.