



Recreation Manager - Programs

Northern Suburban Special Recreation Association

Contact Name:

Contact E-mail: hr@nssra.org

Contact Phone:

Closing Date: 2022-12-04

Salary: \$61,500 to \$75,000

Description:

Recreation Manager

Area of Concentration: Programs

(Full-Time, Exempt)

At NSSRA, we believe that everyone deserves the chance to play. Formed in 1970 with that goal in mind, we were the first Special Recreation Association in the country, offering programs and services for children, teens, and adults with disabilities. We are similar to a park district; however, we only serve residents in our partner communities with special needs.

Over fifty years later, we serve approximately 1,800 individuals throughout the year in the northern suburbs of Chicago. We're all about creating an environment of belonging through play, and we want you to be a part of our team!

ABOUT THE JOB

Members of Team NSSRA are dedicated individuals with enthusiasm and initiative. The Recreation Manager is responsible for recruiting, hiring, training, supervising and evaluation of full-time Recreation Specialists, part-time leaders, part-time seasonal staff and volunteers.

KEY RESPONSIBILITIES INCLUDE:

- Recruit, hire, train, supervise, and evaluate full-time Recreation Specialists, part-time leaders, part-time seasonal staff, and volunteers
- Oversee the provision of innovative and safe youth programs and adult programs through the supervision of Recreation Specialists
- Participate in the planning and implementation of assigned special events and attend all-staff events
- Represent NSSRA through attendance at community meetings and functions, and address schools, parents, participants, partner agencies and other social service groups, to promote NSSRA programs, services, and employment
- Assist the Superintendent in evaluating the effectiveness of assigned programs and services provided by NSSRA, and NSSRA policies and procedures for those services
- Participate in planning and maintenance of the annual budget, development of methods or materials

for the evaluation of programs, and agency meetings which affect all employees and functions

- Conduct performance reviews of assigned staff on an annual basis or as needed
- Coordinate outreach to prospective NSSRA participants and conduct intake interviews of new participants, sharing information with the appropriate members of the Recreation staff
- Oversee the volunteer program
- Supervise individuals by utilizing behavior management, transferring and other skills necessary for the overall independence and participation of individuals with disabilities
- Oversee the development and implementation of participant plans
- Drive agency vehicles and transport program participants, as required, and assist in care and maintenance of NSSRA vehicle as required

ABOUT YOU

- Graduation from an accredited college or university with a Bachelor's degree in therapeutic recreation, recreation administration, special education, adaptive physical education or a related field.
- Minimum of three (3) years of full-time experience in therapeutic recreation, parks and recreation, special education, adaptive physical education, or a related field.
- Demonstrable knowledge of disabilities and the recreational needs of persons with disabilities without exclusion.
- Enthusiasm, organizational skill, and ability to work effectively with people with disabilities, seasonal staff, full-time staff, teachers, parents, and community contacts.
- Knowledge of current standards of professional practice and ability to apply these standards to daily work.
- Certification or acquiring certification within one year of hire, by the Crisis Prevention Institute is required.
- NCTRC (National Council for Therapeutic Recreation Certification) or comparable certification on the state level is strongly preferred.
- A valid Illinois Driver's License and personal transportation to accomplish position responsibilities.

SCHEDULING & PAY

This is a full-time, year-round position that requires evening and weekend work. Salary is \$61,500 to \$75,000 a year, dependent on qualifications.

BENEFITS WE OFFER

NSSRA offers a generous benefit package which includes medical, prescription and dental coverage, vision reimbursement, life insurance, pension plan, and paid time off.

JOIN THE TEAM

Complete an online application at www.nssra.org/jobs to schedule an interview.

The position is open until 12/04/2022. Please apply early as recruiting and interviewing will begin immediately.

NSSRA is an Equal Opportunity Employer.