



## **Registration & Training Coordinator**

Northern Suburban Special Recreation Association

**Contact Name:**

**Contact E-mail:** [hr@nssra.org](mailto:hr@nssra.org)

**Contact Phone:**

**Closing Date:** 2022-12-04

**Salary:** \$20- \$25 per hour

### **Description:**

#### **REGISTRATION & TRAINING COORDINATOR**

(Full-Time, Non-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.

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 Registration & Training Coordinator is primarily responsible for participant and program registrations and coordinating the training process for NSSRA staff and volunteers. In this position you will be able to contribute your talents, learn new job skills and build meaningful relationships. As Registration & Training Coordinator, you will be responsible for the following tasks:

- Receive and sort registrations for recreation programs, and enter data into the RecTrac registration system
- Communicate with registrants to clarify registration questions
- Communicate professionally and consistently with participants, parents, fellow staff and the general public
- Enter information received from registrants on required participant forms and pursue collection of all required forms and payment from registrants
- Train new employees and conduct annual trainings on the registration system
- Work with recreation staff to assign program codes for seasonal program guides, and accurately enter codes for seasonal programs and events
- Assist the Receptionist in opening and closing the building, answering phones, greeting visitors, and preparing documents, manuals, reports, and files, as needed

- Process charges and post cash receipts, submit information to the Finance Department and prepare bank deposits
- Produces detailed mailing lists for a variety of mailings, including but not limited to letters to families and staff, invitations to NSSRA agency events and Foundation mailings
- Works closely with NSSRA Foundation's Manager on maintaining the donor database, and generating reports as needed
- Coordinate training program for NSSRA staff and volunteers
- Work with Managers to develop annual training program
- Perform other duties necessary for the efficient and effective operation of NSSRA, as assigned

#### ABOUT YOU

- NSSRA is looking for someone who is enthusiastic with exceptional time management and organizational skills and the ability to work effectively with others.
- Graduation from high school is required.
- Applicants should have a minimum of four (4) years of full-time experience in an office environment. Experience with human service agencies or local government agencies is preferred.
- Proficiency in Microsoft Office Software (Word, Excel, Outlook) and ability to keyboard information efficiently and with a high accuracy rate is required.
- Experience with RecTrac software is highly desired.
- A valid Driver's License is required along with own source of reliable transportation.

#### SCHEDULING & PAY

This is a full-time, year-round position. NSSRA's office is open from 9:00 am – 5:00 pm, Monday – Friday; however, programs are held after hours. The Registration & Training Coordinator can expect to work from approximately 8:45 am – 5:15 pm, Monday – Friday. Based on the seasonal program schedule, the position schedule for one day per week will be adjusted to approximately 11:00 am – 7:30 pm to accommodate after hours programs. The Registration & Training Coordinator is required to assist with closing the building and, when asked, should also be able to come in early to open the building. Target hiring range is \$20- \$25 per hour, 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](http://www.nssra.org/jobs) to schedule an interview.

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

NSSRA is an Equal Opportunity Employer.