



Manager of Programs

Lincolnway Special Recreation Association

Contact Name: Melissa Jensen

Contact E-mail: mjensen@lwsra.org

Contact Phone: 8153203505

Closing Date:

Salary: \$51,000-\$57,000

Description: Summary

The Manager of Programs is responsible for the supervising and evaluating Recreation Specialist, Program Specialist, Program Leaders, Program Aides and Volunteers. The Manager of Social Programs is assigned to oversee all job duties and functions of Recreation Specialists, Program Specialist, Program Leaders and Program Aides, as well as prepare reports, assist with policy and document writing and maintain and develop employee orientations and training manuals.

Qualifications

1. Bachelor's Degree or continuing education in Therapeutic Recreation, Recreation, or related field, and/or at least two years experience in related field and one year in a supervisory position.
2. Ability to communicate effectively, and demonstrate leadership skills.
3. Knowledge and ability to plan and organize events appropriate for various ages and ability levels.
4. Knowledge of disabling conditions and individual recreational needs.
5. Must have demonstrable knowledge of budget processes, techniques and budgetary skills.
6. Trained on policies and procedures regarding Health Insurance Portability and Accountability Act (HIPAA).

Immediate Supervisor

Superintendent of Recreation

Duties

1. Administer, oversee and implement (when needed) the following programs: After School Care Program; 8-14 programs, Hawkings and TITANs program With the direction of the Superintendent supervise and evaluate part-time staff and volunteers for LWSRA programs and events.

2. Work closely with LWSRA Recreation Specialists and Program Specialists to finalize facility requests and plans for all LWSRA programs and events.
3. Assist with writing, updating and maintaining LWSRA policies and procedures.
4. Assign full-time, part-time staff and volunteers to LWSRA programs and events, and maintain schedules.
5. Work closely with the Director and the Superintendent to ensure that all part-time staff and volunteers are adhering to all LWSRA policies and procedures.
6. Prepare, as needed, behavior and disciplinary reports and conduct refresher training sessions, as needed.
7. Work closely with Program Leaders to develop innovative and safe programs, while staying within the confines of the LWSRA budget.
8. Assist in preparing material and methods for in-service training of LWSRA staff.
9. Assist in the production of the seasonal brochure.
10. Be visible at programs and fill in when needed.
11. Prepare budget, collect credit card requests and finals, and board reports for the areas overseen.
12. Develop skills and abilities necessary to carry out assigned duties by attending PDRMA's Risk Management Institute at least once a year, meetings, conferences, in-service training, workshops and other opportunities for development.

Safety Responsibilities

1. Actively support the safety program by obeying and enforcing safety rules and procedures.
2. Work closely with the Program Leaders in conducting routine documented safety inspections/facility inspection checklists of program sites and activities.
3. Seek out and identify safety hazards and encourage their correction and removal.
4. Provide ideas to the Safety Coordinator for developing ongoing safety training programs.
5. Promptly and properly report all accidents and incidents occurring within the course of employment, no matter how minor, or to ensure the timely completion of Incident Reports by Program Supervisors.
6. Serve on the LWSRA Safety Committee and attend safety meetings, seminars and workshops.

Marginal Functions

1. Drive to program sites for the purpose of observation.
2. Direct supervision of some programs.
3. Assist with implementation of programs and special events.
4. Attend meetings.

Psychological Considerations

1. Must have ability to deal effectively with various personality types under stressful situations.

Environmental Considerations

1. May be required to work outdoors during various weather conditions, including hot and cold temperatures.

Physical Requirements:

Sitting: Minimum of 30-35 hours a week (desk, meetings, vehicles)

Stooping: To gather materials and obtain files

Standing: Minimum of 3-6 hours a week (copy machine, programs, etc.)

Lifting: Able to lift 25 lbs alone, and transfer participants with or without assistance from another employee.

Transportation: Ability to get to and from work and programs.

Apply online at: lwsra.org/employment