



Recreation Specialist - Two Positions (Athletics & Trips / Camps & Special Events)

Northern Suburban Special Recreation Association

Contact Name:

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Closing Date: 2023-03-24

Salary: \$52,000 to \$60,000

Description:

Recreation Specialist

Two Recreation Specialist positions available:

- 1) Athletics and Trips
- 2) Camps and Special Events

(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.

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 Specialist is responsible for the coordination and implementation of safe, high-quality recreation services for individuals with disabilities of all ages.

KEY RESPONSIBILITIES:

- Direct development and leadership of recreation programs and overnight trips for individuals with disabilities of all ages.
- Supervise individuals by utilizing behavior management, transferring and other skills necessary for the overall independence and participation of individuals with disabilities.
- Drive agency vehicles and transport program participants, as required, and assist in care and maintenance of NSSRA vehicle as required.
- Recruit, hire, train, supervise and evaluate part-time seasonal employees and volunteers.

- Compile information required for the program guide including development of new programs and completion of program budget worksheets.
- Participate in the planning and implementation of assigned special events and attend all-staff events.
- Complete agency trainings for employees on an annual basis.
- Perform other duties as assigned necessary for the efficient and effective operation of NSSRA.

ATHLETICS AND TRIPS SPECIALIST RESPONSIBILITIES:

- Under the supervision and direction of the Recreation Manager, work as a team to coordinate, supervise, implement, and evaluate athletic and trip programs provided by NSSRA.
- Work with Special Olympics to complete and maintain reports, files, and paperwork necessary in the Special Olympics area.
- Coordinate all tournaments hosted by NSSRA.
- Conduct sports and coaches training for agency Special Olympics coaches.
- Active member of ITRS Interagency Sports Committee.

CAMPS AND SPECIAL EVENTS SPECIALIST RESPONSIBILITIES:

- Under the supervision and direction of the Recreation Manager, work as a team to coordinate, supervise, implement, and evaluate camps and special events.
- Develop comprehensive knowledge of camps to serve as the key liaison for new and current employees in this area.
- Develop comprehensive knowledge of special events to serve as the key liaison for new and current participants and families in this area.
- Attend meetings and conduct program-specific educational sessions for camps and special events as necessary.
- Recruit staff, respond to inquiries about camps and special events, and anticipate future program offerings.

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.
- Ability to sit for the NCTRC (National Council for Therapeutic Recreation Certification) or comparable certification within six (6) months of employment.
- Demonstrable knowledge of disabilities and the recreational needs of persons with disabilities without exclusion.
- Knowledge and/or training in the area of therapeutic recreation, recreation, special education, adaptive physical education or a related field.
- Must have reliable transportation to visit other NSSRA locations as needed to accomplish position responsibilities.

SCHEDULING & PAY

This is a full-time, year-round position that requires evening and weekend work. Salary is \$52,000 to \$60,000 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 3/24/2023. Please apply early as recruiting and interviewing will begin immediately.

NSSRA is an Equal Opportunity Employer.