



Veteran Services Instructor

Northeast DuPage Special Recreation Association

Contact Name: Rosario Lopez

Contact E-mail: rlopez@nedsra.org

Contact Phone:

Closing Date:

Salary: 25+/hour DOQ, 30 hrs. per month

Description:

For nearly fifteen years NEDSRA has provided veterans of all eras free services through the Healthy Minds, Healthy Bodies (HMHB) program. Often veterans have unique physical, environmental, and social needs after time in service. HMHB facilities accommodate these unique needs by creating a "veteran friendly" atmosphere. They re-create an environment promoting healthy living, fitness and camaraderie with a community-based platform. The program includes free monthly networking events and free personal training sessions. NEDSRA is looking to hire a qualified person to continue the program. Duties include planning and implementing monthly recreation/social programs which has included participation in Memorial and Veteran Day events, trips to the theater, potlucks, guest speakers and more. This position, with the support of NEDSRA, will also market services to veterans and attend community events.

Essential Duties and Responsibilities

1. Attend community and veteran wellness events to promote services
2. Work closely with Park District and Villages to market and offer services
3. Conduct intake and orientation meeting with veterans and family members
4. Coordinate free personal training sessions for veterans with Park District and Village Recreation staff
5. Plan and implement at least one monthly recreation/social program for veterans
6. Regularly communicate all aspects for program, including marketing, budget, service numbers to NEDSRA Supervisor
7. Actively support and promote a safe work environment through adherence to all safety policies including, but not limited to, those pertaining to crisis management procedures, accident/incident reporting procedures, and drug-free work place policy
8. Other duties as assigned

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions. Current or previous military experience is preferred, but not required.

Interested applicants can submit their resume via email to Rosario Lopez at rlopez@nedsra.org