



Recreation Manager - Full Time

Northeast DuPage Special Recreation Association

Contact Name: Maggie Goode

Contact E-mail: mgoode@nedsra.org

Contact Phone: 630-620-4500

Closing Date:

Salary: \$55,000+ DOQ

Description:

Northeast DuPage Special Recreation Association (NEDSRA) is an organization dedicated to the provision of recreation and leisure opportunities for individuals with disabilities. Our work environment is both professional and fun, and we provide an excellent salary and benefits package for our employees. If you want to put your skills and talents in recreation to good use, and if you want to make a significant impact in the lives of people with disabilities, look no further! Check out our website at www.nedsra.org.

Qualifications: Minimum of a Bachelor's Degree from an accredited college or university in therapeutic recreation, recreation administration/management, education, or a related field, and experience working with individuals with special needs. Candidate should have strong leadership and organizational skills, and the ability to plan and implement recreation programs for youth and adults with special needs. Prior experience managing or supervising is preferred. Strong oral and written communication skills are required, as well as interpersonal skills to create good working relationships with participants, family members, teachers, allied professionals and community contacts. The position requires proficiency in Microsoft Office and Outlook applications. Certified Therapeutic Recreation Specialist (CTRS) highly desired.

Responsibilities: The chosen candidate will work with a team of recreational professionals in the provision of specialized services for individuals with disabilities. The Recreation Manager will supervise full-time employees (Specialists and Coordinator), coordinate program areas, plan and lead recreation programs, drive agency vehicles, prepare budgets and written reports and supervise support staff. This position includes planning and oversight of the adult day program, school-based programs and cultural arts offerings.

The Recreation Manager will assist with agency outreach efforts, development of new programs and services, development and maintenance of working relationships with consumers/parents/affiliates. This position reports to the Superintendent of Recreation.

Benefits: Medical Coverage, PPO or HMO • Prescription Coverage • Dental Coverage • Vision Reimbursement Program • Life Insurance (basic & voluntary) • Short- and Long-Term Disability

(IMRF) • Pension / Defined Benefit Plan (IMRF) • Flexible Spending Accounts • Paid Holidays, Vacation, Sick Time, Discretionary Days

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Apply: Full Job description and application available <https://www.nedsra.org/get-involved/employment/>

Contact:

Maggie Goode

Superintendent

Northeast DuPage Special Recreation Association

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