



Recreation Specialist - Full Time

Northeast DuPage Special Recreation Association

Contact Name: Colleen Cline
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Closing Date:
Salary: \$45,000

Description:

Recreation Specialist - Full Time

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 are looking for a career and not just a job, if you desire variety, challenge, and opportunity for advancement, 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. 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. Candidate must have a valid Illinois Driver's License. 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. This position will include assisting with the organization and implementation of recreation services and program leadership for individuals of all ages and abilities. This includes preparation of program budgets, supervision and mentoring of support staff, transportation of program participants, completion of written work including brochure

descriptions and reports.

The Recreation Specialist will assist with agency outreach efforts, development of new programs and services, development and maintenance of working relationships with consumers/parents/affiliates.

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

APPLY:

Full Job description, with more detailed information on the position, along with the application is available at <https://www.nedsra.org/get-involved/employment/>

CONTACT:

Colleen Cline • Recreation Manager

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