



Recreation Manager

Special Recreation Association of Central Lake County

Contact Name: Cassie Wodrich

Contact E-mail: cwodrich@sraclc.org

Contact Phone: 847-816-4866

Closing Date:

Salary: 58,000

Description:

Description of Agency:

The Special Recreation Association of Central Lake County (SRACLC) is located in the North Suburban area of Chicago. The Agency is a cooperative of the Park Districts of Grayslake, Mundelein, Round Lake, and Vernon Hills; Villages of Hawthorn Woods, Lake Zurich, Libertyville, and Lincolnshire.

Key Duties/Responsibilities:

- Recruit, hire, train, place, and supervise part-time staff and volunteers.
- Attend job fairs and community group presentations to educate our communities on who we are and what we do.
- Analyze Member Agency program requirements then secure appropriate staff support based on participant needs and staff skillset, create/secure necessary support tools, and provide appropriate communications with all parties to ensure a successful inclusion experience.
- Develop and conduct trainings for part-time staff and Member Agency staff on behavior management and disability awareness.
- Build relationships with Member Agency staff and provide mentoring/on-site assistance.
- Other duties include, but are not limited to, participant in-takes, program budgeting and purchasing, as well as program assessment, development, implementation, and evaluation. The manager will work approximately 85 percent in-office planning and 15 percent leading recreation programs, which may include operating 15 passenger vehicles.

Benefits:

Complete medical, vision, and dental insurance package. Flexible schedule. Paid time off includes 8 holidays, 10 vacation days, 12 sick days, and 3 personal days per year. Continuing education opportunities, professional memberships, IMRF pension plan, and mileage reimbursement. Work from home one day per week.

Qualifications:

Applicant must have a minimum of a bachelor's degree from a college or university. Therapeutic Recreation or related field (recreation management, special education, disability studies, etc.)

preferred. A minimum of two years full time experience in required. Strong organization, written, speaking, and leadership skills are a must. Candidate must demonstrate the ability to effectively and respectfully work with participants, parents, educators, seasonal staff, Member Agency staff, and community contacts.

Certification in First Aid & CPR required or obtained within three months of employment. Applicant must have a valid Illinois driver's license and reliable transportation. Pre-employment physical and criminal background check are required and to be completed prior to start date.

SRACLC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, ancestry, age, physical or mental disability, marital status, military status, unfavorable discharge from military service or status as a veteran, in accordance with applicable local, state, and federal laws.

To apply, please send a cover letter and resume.

Cassie Wodrich, Superintendent
SRACLC
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Mundelein, IL 60060
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Anticipated starting date is December 4,2023