



## **Adult Day Program Field Supervisor**

Western DuPage Special Recreation Association (WDSRA)

**Contact Name:** Lisa Santoria  
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**Closing Date:**  
**Salary:** 22-26 DOQ

### **Description:**

Western DuPage Special Recreation Association is THE place for engaging community-based social and recreational programs for individuals of all ages with special needs. You can get paid to play and make an impact on the individuals we serve!

WDSRA is seeking an energetic Field Supervisor to assist our Day Program Assistant Managers in the success of day-to-day tasks for the Rec & Roll adult day program. Rec & Roll is a community-based recreation program emphasizing leisure independence, social interaction, community outings, and service projects. Staff utilizes recreational activities to help people with disabilities develop and enhance their quality of life.

Our day program is a year-round program that runs Monday-Friday from 9:00 a.m. - 2:00 p.m.

We're looking for college students, teachers, paraprofessionals, or anyone over the age of 21 who wants to make an impact! You must be eligible for employment, have reliable transportation to get to and from work and be able to perform your job duties independently of others.

### **Duties/Responsibilities:**

- Regularly visit each of the seven adult day program sites to offer additional support and assistance where needed.
- Purchase and deliver program supplies to day program sites.
- Collect, document, and submit all receipts for Rec & Roll Head Instructors to finance.
- Attend all Rec & Roll meetings and trainings.
- Attend outreach events, specifically ones related to transition-age families.

- Fill in at sites due to staff absences.
- Enter vehicle assignments into the vehicle calendar.
- Manage yearly bookings and monthly at-a-glance spreadsheets.
- Coordinate visits with other SRA day programs.
- Perform other duties as assigned.

To apply, please go to: <https://secure6.saashr.com/ta/6189871.careers?ApplyToJob=554052188>