



Program Supervisor

Western DuPage Special Recreation Association (WDSRA)

Contact Name: Lisa Santoria

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Closing Date: 2024-08-09

Salary: \$44,000 + DOQ

Description:

Western DuPage Special Recreation Association (WDSRA), is a two-time National Gold Medal winner and leader in the field of special recreation. WDSRA is a progressive organization that is focused on meeting the needs of both its communities and its employees in the best manner possible. We are seeking a motivated, qualified professional to join our dynamic team. We are building our culture through flexibility and work-life integration, a competitive benefits package, a supportive team environment, and a renewed focus on talent management. We hope you consider applying to become a valued member of our energetic and enthusiastic organization.

The Program Supervisor is responsible for planning, developing, implementing, and evaluating therapeutic recreation programs for individuals with disabilities from childhood to adult ages with an emphasis on Special Events, Social and Cultural programs, and Day Camps

Duties/Responsibilities:

Develop relationships with community partners, research current trends, and prepare lesson plans with effective and measurable objectives to create innovative year-round therapeutic recreational programming.

Collaborate with parents, teachers, and school districts to facilitate, implement, and evaluate well-organized and successful camp experiences.

Assess participants' specific needs and create individualized behavior plans to help make every participant successful in each program.

Orient, train, mentor, and evaluate camp staff and volunteers. Assist with training, supporting, and monitoring seasonal staff performance through specific program oversight. Secure and monitor contracted specialty instructors as needed.

Input specific program details into the registration system to facilitate seasonal brochure development

and participant enrollment.

Prepare program-specific budgets for the manager's approval and keep records of all expenditures within set budget limits.

Fill the role of Head Instructor, Assistant, Driver, or Inclusion staff as needed in programs by executing established lesson plans, encouraging participant engagement, and ensuring participant safety.

Monitor after-hours/weekend phone and respond to on-call situations as needed.

Perform other duties as assigned.

Fulfill your job duties in line with agency policies, mission, vision, core values, and cultural expectations.

Qualifications:

- Bachelor's degree in Therapeutic Recreation or related field
- Minimum of two (2) years of experience in coordinating programs for individuals with a disability; athletics preferred
- A Certified Therapeutic Recreation Specialist (CTRS) and/or Certified Parks and Recreation Professional (CPRP) preferred

Click the link to apply: <https://secure6.saashr.com/ta/6189871.careers?ApplyToJob=570849116>