



Therapeutic Recreation Coordinators

Northwest Special Recreation Association

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Closing Date: 2024-08-25

Salary: \$44,722.80 - \$46,534.49 annually DOQ

Description:

Job Summary:

Coordinator positions currently open are Collaborative Coordinator, Inclusion Coordinator and Support Services Coordinator. Coordinators assess, plan, develop, implement and evaluate recreation and leisure programs for children and adults with disabilities.

Collaborative Coordinator serves as the site programming coordinator for collaborative programming, including adult day and afterschool programs done in collaboration with Clearbrook and NWSRA. Assist Manager of Collaborative Services to interview, hire, train, and place employee for site. Directly supervise and evaluate employees in collaborative programs at the site. Serves as a Qualified Intellectual Disabilities Professional (QIDP). Assist with coordination of the necessary training of the DSP staff as regulated by the State of Illinois. Assess, plan, develop, implement and evaluate programs for children and adults with disabilities. Represent NWSRA at meetings, support community access to recreation for individuals with disabilities and advocate for the development of recreation programs. Responsibilities include but not limited to:

- Demonstrate an understanding of coordinating and implementing programs while working closely with agency teams to support individuals with disabilities in the least restrictive environment and the most inclusive settings.
- Assist with creating annual goals specific to the site's collaborative programs.
- Supervise and evaluate employees at collaborative site.
- Conducts assessments and program trials to determine client's acceptance into the programs.
- Develop, implement and evaluate behavior plans as necessary.
- Ability to work independently, when necessary, to solve simple to complex problems, demonstrate dependability, promptness & punctuality and convey a positive attitude to others.
- Adheres and upholds all State of Illinois policies and requirements for site and programs in collaboration with Clearbrook.

Inclusion Coordinators support the inclusion process for individuals with disabilities participating in recreation and leisure programs and services within our member park districts. Responsibilities include but not limited to:

- Support individuals with disabilities in the least restrictive environment
- Responding to Inclusion Requests
- Complete observations & assessments
- Complete quarterly statistical reports
- Implement programs of all types
- Assist in the coordination of in-service trainings
- Responsible for all Inclusion Services for assigned Member Districts
- Conduct weekly Inclusion site visits
- Ability to develop, implement and evaluate behavior plans
- Member of ITRS Inclusion Committee
- Provide training to Inclusion Aides
- Supervise Part-time Inclusion Aides

Support Services Coordinators develop and administer a season-based recreation program to meet the needs of the Association's participants. Supervise part-time/seasonal program employees and volunteers. Responsibilities include but not limited to:

- Responsible for training, supervising and managing Association part-time general program employees.
- Responsible for maintaining part-time employee records including statistics and submits monthly and quarterly reports to supervisor.
- Coordinate staffing for all general programs and secure replacement staff for general programs when needed.
- Conduct observations and assessments of part-time employees and follow-up with necessary paperwork, phone calls, and debriefing after each observation.
- Oversee the supervision of all program leaders including training, mentoring and evaluating leaders each season.
- Assist with training full-time recreation staff on general program responsibilities and procedures.
- Monitor the development of part-time program leaders responsible for planning, implementing and evaluating a wide variety of recreation and leisure programs and services.
- Assist with recruitment outreach including attending job fairs, school career programs and community events.

Qualifications for all positions:

Graduate from accredited college or university with a BA/BS degree in Therapeutic Recreation or related field of study. Must have knowledge of and ability to confidently work effectively with individuals with disabilities. Current National Council on Therapeutic Recreation Certification (NCTRC) or the ability to get certified within an allotted amount of time determined by the policy of the Association and/or the Executive Director.

Scheduling:

This is a full-time, exempt position. Scheduling is generally Monday – Friday. Some weekends and evenings are required. Target hiring range is \$44,722.80 - \$46,534.49 annually based on qualifications.

Benefits we offer:

- Medical Coverage
- Dental Coverage
- Vision Coverage
- Group Life Insurance

- AFLAC Indemnity Plans
- IMRF Pension Plan
- Mission Square Retirement 457b Plan
- Paid Holidays
- Vacation Days
- Sick Days
- Personal Days
- Employee Assistance Program (EAP)

To Apply: Visit us at www.nwsra.org/jobs to complete an online application and submit your current resume. For questions on this position please call Darleen Negrillo - Superintendent of Administrative Services at (847)392-2848 or email at dnegrillo@nwsra.org.