



## **TREC Day Program Assistant- PT IMRF**

Northeast DuPage Special Recreation Association

**Contact Name:** Karen Spandikow

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**Contact Phone:** 630-620-4500

**Closing Date:**

**Salary:** \$16-\$20 depending on qualifications

### **Description:**

The Recreation Program Assistant – TREC (Therapeutic Recreation Experiences and Community) Day Program will support the implementation and facilitation of recreation programs designed for adults with disabilities in our day program on a 1:6 ratio. This part-time role involves assisting in organizing, coordinating, and executing various recreational activities and events aimed at promoting inclusion, socialization, and physical activity among participants.

Two positions available:

8:45am-3:15pm Tu - Fri in Addison

8:30am-3pm M, W, F in Lombard

### **Immediate Supervisor**

The Part-Time Special Recreation Program Assistant is under the direct supervision of the Recreation Manager

### **Qualifications**

1. Experience working with individuals with disabilities preferred.
2. Understanding of inclusive recreation principles and practices.
3. Strong communication and interpersonal skills.
4. Ability to work collaboratively in a team environment.
5. Patience, empathy, and a genuine interest in supporting individuals with disabilities.
6. Reliable and responsible with a commitment to maintaining a safe and supportive environment for all participants.
7. Flexibility to adapt to changing program needs and schedules.
8. CPR and First Aid certification (or willingness to obtain).
9. Valid driver's license

### **Responsibilities**

1. Assist in the planning and preparation of recreation programs and activities tailored to the needs and interests of individuals with disabilities.

2. Support program implementation by setting up equipment, materials, and spaces required for recreational sessions.
3. Provide assistance and supervision to participants during recreational activities, ensuring their safety and well-being at all times.
4. Engage participants in interactive games, sports, arts and crafts, and other recreational pursuits to foster social interaction and skill development.
5. Offer encouragement, guidance, and support to participants as they engage in various recreational endeavors.
6. Collaborate with program coordinators and other staff members to evaluate program effectiveness and identify areas for improvement.
7. Maintain a positive and inclusive atmosphere within the recreation program, promoting respect, diversity, and acceptance among participants.
8. Assist in record-keeping tasks, including participant attendance, program evaluations, and incident reports.
9. Communicate effectively with participants, families, caregivers, and staff members to address any concerns, provide updates, and ensure a smooth program experience.
10. Adhere to all organizational policies, procedures, and safety guidelines during program activities.
11. Drive agency vehicles when needed. Training provided.