



Therapeutic Recreation Coordinators

Northwest Special Recreation Association

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Closing Date: 2024-12-01

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

Description:

Northwest Special Recreation Association (NWSRA) enriches the lives of children and adults with disabilities through a partnership with 17 Park Districts located within the northwest suburbs of Chicago. NWSRA provides outstanding recreation opportunities for people with disabilities within our partner Park Districts through weekly programs, adult day programs (PURSUIT), special events, day camps and inclusion in Park District programs. NWSRA is a park district that serves people with disabilities.

Job Summary:

NWSRA has Therapeutic Recreation Coordinator positions currently open. Coordinators assess, plan, develop, implement and evaluate recreation and leisure programs for children and adults with disabilities.

Coordinators serve in various area including site coordinator for programming sites, support the Inclusion program with our partner agencies and develop and administer seasonally-based recreation program. Responsibilities include (based on department):

- 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.
- 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
- Conduct weekly Inclusion site visits
- 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.
- 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.