



Therapeutic Recreation Specialist- Part Time

Fox Valley Special Recreation Association

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Closing Date:
Salary: \$20/HR

Description:
JOB TITLE:
Therapeutic Recreation Specialist (Part Time IMRF Eligible)

DEPARTMENT:
Recreation

DIRECTLY REPORTS TO:
Program Manager

SALARY/HOURLY RANGE:
\$20/HR

CLASSIFICATION:
Class 1 (under 1,500hr annually)
Paid Time Off-40 hours per year
Sick Time- 2 days per year

FLSA:
Non-Exempt

BENEFITS
IMRF Pension Plan
Continuing Education Opportunities

JOB PURPOSE:
To assess, plan, develop, implement and evaluate therapeutic recreation programs for children and adults with disabilities. In addition, support general administrative operations for the Recreation Department as producing and distributing correspondence, reviewing participants' needs, and providing recommendations on staffing ratios and supply gathering/purchasing.

POSITION QUALIFICATIONS:

1. Graduated from an accredited college or university with a Bachelor of Science degree in Therapeutic Recreation or recreation with a therapeutic emphasis and practical experience in the therapeutic recreation programming preferred.
2. Current NCTRC Certification or ability to obtain within one year of employment preferred.
3. Must demonstrate knowledge of disabilities and have proven experience working with individuals with disabilities including planning a wide range of recreation activities.
4. Must demonstrate strong interpersonal, problem solving, and communication both written and oral skills, and ability to work effectively under stressful situations with people with disabilities, FVSRA staff, FVSRA member agency staff, parents/guardians, participants, as well as members of the general public.
5. Must be able to work independently, solve problems, and convey a positive attitude to others.
6. First Aid/CPR certification required or ability to obtain within six months of hire.
7. Handle with Care Behavior Management certification or ability to obtain within six months of hire.
8. Ability to perform required duties under stressful situations without supervision.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Assess, plan, develop, lead, evaluate and document therapeutic recreation programs on a year-round basis.
2. Serve as liaison to part-time program leaders.
5. Assist in supervision and evaluation of part-time staff and volunteers in assigned programs.
6. Develop goals and objectives for each assigned program and maintain all program paperwork; i.e., records, forms, and correspondence.
6. Assist with program coverage for General Programs and Member Agency Inclusion Programs.
7. Attend all assigned meetings and approved professional development opportunities.
8. Develop and maintain effective communications in all work-related relationships.
9. Assist in the orientation of new part-time staff and supervision of interns.
10. Prepare program budgets and maintain expenditure records.
11. Safely drive a vehicle and 15 passenger bus to programs, seasonal events, away trips and/or meetings.
12. Provide physical and emotional assistance to children and adults with disabilities.
13. Select, recommend, inventory, purchase and organize supplies and equipment, which are associated with program assignments and responsibilities.
14. Work efficiently and effectively under pressure; such as deadlines and emergencies.
15. Demonstrate strong leadership qualities.
16. Cooperates and assists in the investigation of accidents.
17. Treats public concerns with the utmost and courteous attention.
18. Assist in all Foundation fundraising events.
19. Other duties as assigned.
20. Responsible for maintaining all money, receipts and records for programmatic funds. Expected to adhere to the FVSRA PCard policy and procedures and turn in a monthly report to the finance team.

SAFETY DUTIES & RESPONSIBILITIES:

1. Maintains a working knowledge of all general agency and departmental-specific safety rules.
2. Uses material-handling equipment or staff assistance when needed and when lifting and/or moving objects 50 lbs. or heavier.
3. Inspects work and program areas (use checklists) for compliance with safe work practices and rules.
4. Reports any work-related or patron injuries to supervisor promptly.
5. Adhere to Safety Manual contents by exhibiting a working knowledge of general and department specific safety rules.
6. Enforces safety rules by confronting and correcting unsafe behavior and conditions.
7. Corrects unsafe conditions and/or reports them to supervisor.

8. Uses personal protective equipment including safety and sun glasses, appropriate work boots and protective gloves.

PHYSICAL DEMANDS:

The PT Therapeutic Recreation Specialist must, with or without reasonable accommodations, be able to perform the following functions:

1. Frequently stand, walk; sit, or feel; reach with arms and hands. The employee must be able to talk, hear, and see (both near and far). Occasionally required to climb or balance; stoop, kneel, crouch.
2. Gather, load, transport, and set up equipment and supplies for activities.
3. Active participation in programs may require the ability to be in a pool, swim, or treading water.
4. Ability to be outside for extended periods of time.

WORKING CONDITIONS:

The following work environment characteristics described here are representative of those of an outdoor/indoor work environment the employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is exposed to all types of lighting, weather, temperature and environmental conditions, such as sun, heat, humidity, bugs and mosquitos. This position also requires working in close quarters on buses during field trips with participants and in various indoor/outdoor locations. The noise level in the work environment is usually moderately loud to very loud.

EQUAL OPPORTUNITY EMPLOYER

FVSRA has been, and will continue to be, a fundamental principle at the agency, which bases employment upon personal capabilities and qualifications without discrimination because of an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), age, national origin, citizenship status, work authorization status, ancestry, marital status, veteran status, disability, association with a person with a disability, sexual orientation, genetic information, unfavorable discharge from military service or military status, civil union partnership, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other protected characteristic as established by law. Applicants requiring a reasonable accommodation to participate in the hiring process may contact HR at HR@fvsra.org.