



## **Inclusion Supervisor**

Western DuPage Special Recreation Association (WDSRA)

**Contact Name:** Lisa Santoria

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**Closing Date:** 2025-03-07

**Salary:** \$45,000-\$52,000

### **Description:**

At WDSRA, we believe in creating engaging, community-driven social and recreational experiences for individuals of all ages with special needs. As a forward-thinking organization, we are committed to not only serving our communities but also supporting our employees in every way possible. Here, you'll find a competitive benefits package, a collaborative team environment, and flexibility.

We're looking for an Inclusion Supervisor to join our dynamic Inclusion team! This role, reporting to the Inclusion Manager, will focus on providing effective staffing solutions and leading behavior training to help create a positive, collaborative atmosphere. If you're passionate about making a real difference and ready to have a meaningful impact, we want to hear from you.

Come be a part of an organization that's changing lives—both for those we serve and for you!

### **Key Duties/Responsibilities:**

- Provide specialty training to seasonal inclusion staff in areas of ADA compliance, and behavior management, handle with care crisis management techniques and oversee their performance in inclusion programs, and mentor/support staff as needed.
- Analyze member district program requirements then secure appropriate staff support based on participant needs and staff skillset, create/secure necessary support tools, and provide appropriate communications with all parties to ensure a successful inclusion experience.
- Assess participant needs and develop individualized accommodation plans addressing ADA compliance, and behavior management and handle with care crisis management techniques to ensure each participant's success and safety during inclusion programs. Maintain participant records by conducting new family intakes and updating medical information, as needed.
- Develop and conduct training sessions for full-time and seasonal member district staff on the inclusion process and best practices, ADA compliance, disability awareness, behavior management,

and crisis management. Develop & maintain relationships with member district staff and provide mentoring/on-site assistance.

- Maintain up-to-date program records in registration, seasonal staff scheduling, timekeeping database, and various other spreadsheets to accurately report participation, seasonal staff hours worked, inclusion billing, etc.
- Approve seasonal inclusion staff timesheets for bi-weekly payroll processing.
- 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 from an accredited college or university based on a major in Therapeutic Recreation or a related field
- A minimum of three (3) years working with individuals with disabilities
- Behavior Management, training, and scheduling experience preferred

A Certified Therapeutic Recreation Specialist (CTRS) and/or Certified Park and Recreation Professional (CPRP) preferred

#### **Benefits Include:**

Medical, Dental, and Vision coverage  
Life Insurance (basic & voluntary additional coverage)  
IMRF Defined Benefit Pension  
Short- and Long-Term Disability (IMRF)  
Employee Assistance Program for employees and immediate family members  
Medical and Childcare Flexible Spending Accounts  
Paid Time Off (sick, vacation, and personal time)  
Professional development opportunities

#### **How to apply:**

Interested candidates can highlight and right-click the link below or go to [www.wdsra.com](http://www.wdsra.com)

<https://secure6.saashr.com/ta/6189871.careers?ApplyToJob=621161047>

