



Athletic Supervisor

Western DuPage Special Recreation Association (WDSRA)

Contact Name: Lisa Santoria

Contact E-mail: lisas@wdsra.com

Contact Phone: 630-681-0962

Closing Date: 2025-03-17

Salary: \$42,000-\$47,000

Description:

Western DuPage Special Recreation Association is the place to engage in community-based social and recreational programs for individuals of all ages with special needs. WDSRA is a progressive organization focused on meeting the needs of its communities and its employees in the best manner possible. We offer a competitive benefits package, a supportive team environment, flexibility, and work-life balance.

Are you... Are you passionate about planning and implementing programs for individuals with special needs? Outgoing and energetic? Detail-oriented? A creative problem solver? A team player? If so, we hope you will consider applying to become a valued member of our energetic and enthusiastic staff and serve as a member of our athletic team.

Key Duties/Responsibilities:

- Understand all governing body regulatory requirements and effectively communicate with coaches, players, and parents regarding policies, schedules, and last-minute changes.
- Prepare lesson plans with effective and measurable objectives. Create schedules, assemble rosters, and gather supplies. Evaluate assigned programs year-round.
- Input specific program details into the registration system to facilitate seasonal brochure development and participant enrollment.
- Assist with training, supporting, and monitoring of seasonal staff's performance through specific program oversight. Secure and monitor contracted specialty instructors as needed.
- Conduct coaches' meetings and evaluate participant skill levels to ensure appropriate team placement.
- Develop and maintain relationships with community partners, affiliate organizations, and other SRAs to collaborate on establishing teams and competitions.
- Be responsible for the necessary logistics to prepare, set tournament brackets, and run practical sports competitions.
- Prepare program-specific budgets for the manager's approval and keep records of all expenditures within set budget limits.
- As needed, fill the role of Head Instructor, Assistant, Driver, or Inclusion staff 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 per agency policies, mission, vision, core values, and cultural expectations.

QUALIFICATIONS:

Bachelor's degree in Therapeutic Recreation or related field
Minimum of two (2) years of experience in coordinating programs for individuals with disability; athletics preferred
A Certified Therapeutic Recreation Specialist (CTRS) and/or Certified Parks and Recreation Professional (CPRP) or the ability to obtain

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

<https://secure6.saashr.com/ta/6189871.careers?ApplyToJob=621166468>