



Camp Support Specialist

Northern Suburban Special Recreation Association

Contact Name: Erin White

Contact E-mail: hr@nssra.org

Contact Phone: 847-509-9400

Closing Date: 2025-04-20

Salary: \$20 - \$25 per hour, dependent on qualifications

Description:

At NSSRA, we believe that everyone deserves the chance to play. Formed in 1970 with that goal in mind, we were the first Special Recreation Association in the country, offering programs and services for children, teens, and adults with disabilities. We are similar to a park district; however, we only serve residents in our partner communities with special needs.

Fifty years later, we serve approximately 1,600 individuals throughout the year in the northern suburbs of Chicago. We're all about creating an environment of belonging through play, and we want you to be a part of our team!

ABOUT THE JOB

Are you a professional or aspiring professional in the fields of special education, social work, therapeutic settings, or disability services seeking additional leadership opportunities? Gaining experience in therapeutic recreation can enhance your qualifications and provide transferrable skills to your career, all while making a difference!

NSSRA is looking for enthusiastic, motivated, and passionate candidates to make an impact in the lives of individuals disabilities through leading quality summer day camps. NSSRA offers summer day camps to fill the gap when schools are not in session. NSSRA summer camps are thoughtfully created by staff to promote independence, sociability, motor development, and well-being.

In this role, you are responsible for the following tasks:

- Work all scheduled camps, assignments and commitments.
- Keep participants safe at all times.
- Assist with activities of daily living such as feeding, changing, toileting and transferring.
- Communicate with other staff throughout camp.
- Demonstrate dependability, punctuality and promptness.
- Provide guidance and supervision for Site Coordinators and Assistant Site Coordinators assisting staff and volunteers.
- Develop, implement and evaluate behavior plans with the Recreation Specialist of Camps.

- Attend to specific medical needs and dietary restrictions of participants, following through with plans provided by families.
- Provide behavior management and work with assisting staff to implement suggested strategies. Provide and instruct Site Coordinators, Assistant Site Coordinators, Program Assistants and Volunteers on how to implement activity adaptations as necessary.
- Know whereabouts of assigned participants at all times.
- Follow participant plans for assigned individuals at all times.
- Fill in as a Site Coordinator to lead as needed.
- Supervise and provide instruction to participants in the water during swim time.
- Communicate with families related to behavior management ranging from phone calls to in-person meetings.
- Communicate daily with Recreation Specialist and/or Manager on status of camps and transportation routes.
- Complete required paperwork including, but not limited to, observations, planning, evaluations, accident/incident reports, applicable safety forms, mileage and disciplinary forms.
- Attend orientation, meetings and trainings as scheduled and required.
- Attend weekly meetings with Site Coordinators, Recreation Specialists and Recreation Manager of Camps.
- Supervise and evaluate job performance of staff as assigned.
- Dispense medication following proper dispensing procedures.
- As necessary, drive agency buses or other vehicles, in a safe manner.
- Obey all state and local traffic laws.
- Coordinate necessary program supplies for each placement, as needed.
- Distribute general materials (i.e. behavior plans, tips sheets, management tools, camp supplies).
- Perform other duties necessary for the efficient and effective operation of NSSRA, as assigned.

ABOUT YOU

- Must be at least 21 years of age or older
- Possess a valid Driver's License.
- Personal transportation to and from NSSRA programs and partner agencies.
- Must be certified in CPR, First Aid and CPI or obtain certification within 3 months of hire and maintain certification throughout employment.
- Prefer to have or be working toward a degree from an accredited university in Therapeutic Recreation or related field or equivalent experience in recreation setting, working with individuals with disabilities.
- Minimum two years of experience working with individuals with disabilities, preferably in a camp setting as a Site Coordinator or related position.

THE FINE PRINT

This is a summer/seasonal position. Approximately 30 hours/week from late May through July.

Pay: \$20 - \$25 per hour, dependent on qualifications

Benefits

- Flexible schedule
- Referral program

NSSRA is an Equal Opportunity Employer.