



Program Coordinator

South Suburban Special Recreation Association (SSSRA)

Contact Name: Juanita Williams

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Closing Date: 2025-05-04

Salary: \$44,200 - \$46,500 DOQ

Description:

Program Coordinator (Drama Club, Social Club, Fast Food and Flicks, Supervisor of Outreach Events, assist with Inclusion Services, and attend Camp Duncan and/or Pinewood)

Supervisor: Inclusion Manager

Qualifications:

1. Bachelor's degree preferred in Therapeutic Recreation or a related field. NCTRC eligibility desired. Related experience will be considered.
 2. Must have the ability and knowledge to plan, supervise, implement, and evaluate therapeutic recreation programs.
 3. Must demonstrate leadership skills and possess strong oral and written communication skills.
 4. Valid Illinois Driver's License required.
 5. First Aid and CPR is required or attainable upon employment.
 6. Pre-employment physical including drug and alcohol test required.
- Responsibilities:** The Program Coordinator is responsible for the organization, implementation, and evaluation of recreation programs for individuals with disabilities. The position is full-time, but hours must be flexible to accommodate evening, weekend and overnight programs. The Program Coordinator is responsible for approximately 20-30 hours of leading programs per week and to supervise 3-4 special events each season. Programs run seasonally for 26-28 weeks of the year. The remainder of time is dedicated to program planning, miscellaneous programming, development and trips. Driving is essential to the position. The Program Coordinator is required to transport self to programs they supervise or staff. Also, must be trained to drive SSSRA vehicles for transportation of

participants, equipment and other program needs.

Duties:

1. Supervise, plan, implement, lead and evaluate weekly programs, day camps, cooperative programs, special events, away trips, and inclusion programs.
2. Provide supervision and care of individuals, including behavior management, dispensing medication, and assistance in daily self-care.
3. Professionally communicate with parents, guardians, co-workers, outside agencies, and other professionals.
4. Assist in orientation and training of part-time seasonal staff and volunteers.
5. Plan for and coordinate all Social Clubs and Fast Food & Flicks programs. Planning consists of creating seasonal calendars, buying tickets, gathering supplies, organizing the participants into groups and routing participant transportation.
6. Plan for and coordinate the Drama Club program and Drama performance. Planning consists of creating the Drama Club script, gathering supplies, props, and equipment, requesting facility usage, and organizing the participants in groups for special events when applicable. Information is then provided to participants, families, part-time staff and placed in program information binder when applicable.
7. To serve as the liaison to two or three member communities and represent SSSRA at outreach events throughout the year. This will consist of contacting, scheduling, and attending events with the member district, attending school district activities such as Career Days or Transition Program Parent/Teacher Conferences and/or identify new participants within the member community.
8. To prepare seasonal brochure information, plan for weekly programs, special events, and trips in area of responsibility.
9. Assist the Inclusion Manager with inclusion observations, training, and provide direct support when part-time staff are not available.
10. Write and prepare routine and special reports.
11. Provide pertinent program information to the Public Relations Manager for flyers, brochures and social media posts.
12. Participate in agency fundraising events and promotion of SSSRA through public relations activities.
13. To prepare and manage program related budget line items.

14. To be available by cell phone, in accordance with the Association's Cellular Phone Usage Policy, when you are responsible for a particular program, even if the program occurs outside of your regular business hours.

15. All other duties deemed necessary by the supervising Manager, Superintendent or Executive Director.

Safety Duties:

1. To actively support the safety program by obeying and enforcing safety guidelines and procedures.

2. To practice safety and risk management in daily work.

3. To promptly and properly report all accidents and incidents occurring within the course of employment, no matter how minor.

4. To ensure the timely and accurate completion of incident reports.

PHYSICAL REQUIREMENTS:

SITTING: intermittent 20-25 hrs/week (desk & vehicle)

CROUCHING: lift participant or equipment up to 300 pounds, with assistance of other staff

LIFTING: participants in and out of wheelchairs, supplies and equipment up to 50 lbs.

STANDING: at copy machines, meetings, programs 10-15 hrs/week

TRANSPORTATION: ability to get to and from programs and office, provide other transportation for participants; drive agency vehicles

PARTICIPATION: ability to actively participate in program activities 20-30 hrs/week i.e. swim, bowl, sports, music, day camp

CARRYING: carry paperwork, brochures, equipment in & out of facilities up to 50lbs.

TURNING & TWISTING: when completing wheelchair tie-downs; interacting with participants

REACHING: reaching for items in storage cabinets, SSSRA vehicles, equipment room

Benefits we offer:

- Medical Coverage (PPO or HMO)
- Dental Coverage
- Vision Coverage
- Group Life Insurance
- IMRF Pension Plan
- Paid Holidays
- Vacation Days
- Sick Days
- Personal Days
- Wellness Days
- Health Club Membership
- Employee Assistance Program (EAP)

Please apply at:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=7568&clientkey=C4887A69F573C09E360A11CC726BF23E>