



## **Superintendent of Recreation II**

### **Northwest Special Recreation Association (NWSRA)**

**Contact Name:** Andrea Griffin

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**Contact Phone:** 847-392-2848

**Closing Date:**

**Salary:** \$81,557 - \$101,946

#### **Description:**

##### **POSITION SUMMARY**

Administer, coordinate and oversee Day Camp, Social Club, Leisure Education, Special Event, Athletic and

General Recreation Therapy programming. Team lead for the Program Development Committee who produces

seasonal program brochures.

##### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

###### **Personnel Management**

- Recruit, hire, orient, train, supervise and evaluate direct reports including ongoing communication through meetings, in writing and oversight of responsibilities.
- Evaluate the progress of employees and make recommendations for salary adjustments.
- Monitor development and coordination of department's projects in each area of responsibility.
- Oversee the supervision and monitor the progress on special projects for direct reports.
- Assist in the hiring process for all Association employees as needed.
- Guide the professional and personal development of direct reports by seeking and creating opportunities for their further development.
- Provide proper orientation, job instruction training and in-service training to employees.

###### **Association Operations and Administration**

- Prepare reports, recommendations and complete special projects as required by Executive Director.
- Select, recommend and inventory supplies and equipment which are associated with areas of supervision and responsibilities through inventorying, cleaning, inspection and re-stocking equipment and supplies.
- Complete assignments, including writing board reports, articles, letters and other correspondence; assisting with budget planning and preparation; proofreading employee's work and other documents and planning recognition activities.
- Cooperatively work with Executive Director, Administrative Team and Managers to plan the Association budget, produce quarterly reports, determine annual goals and objectives and personal goals for self and direct reports.

- Use established purchasing procedures for purchasing, price quotes, formal bids and vendors for supplies, equipment and services.
- Develop and recommend policies and procedures for use by N1WSRA and SLSF in providing safe and enjoyable programs and services.
- Coordinate Association operations with Administrative Team in relation to planning, assigning tasks, employee training, development of new operational procedures and/or systems, operations manuals, reports, calendars, surveys, computer reports enhancements, board reports, public relations activities, formal bid requirements, etc.
- Assist Executive Director with Association planning and development including drafting and monitoring annual goals and program budget, long range plans, annual participation reports, developing new policies and procedures, completion of annual reports, fundraising opportunities, distinguished agency requirements, wish list, etc.
- Maintain all required certifications.
- Solve complex problems, work efficiently and effectively under pressure while meeting all deadlines for projects, assignments and events.
- Participate regularly in continuing education opportunities, in-services, state and national opportunities as appropriate to increase awareness and knowledge and develop new skills and techniques.
- Ability to multi-task, prioritize and meet multiple deadlines under pressure while maintaining strong attention to detail.
- Ability to perform basic record keeping functions and to assist in the development of systems to streamline the process.

### **Communication and Outreach**

- Provide physical and emotional support to both children and adults with limitations when working and participating in activities requiring assistance. Must be able to respond to the needs of individuals with disabilities.
- Develop and maintain effective communications with NWSRA and SLSF Board members, legislators, businesses, sponsors, donors, salespeople, community members, parents, Member District employees and association personnel.
- Represent NWSRA and SLSF at meetings, presentations, events, and expos supporting community access to recreation for individuals with disabilities related to the disability groups served by the Association, gather program suggestions and build awareness of Association services.
- Gather program and service suggestions and work with the Administrative Team to adjust program offerings and conduct surveys to gather the needs, interest, questions, suggestions and/or problems from participants, parents and employees.
- Participate in activities of the Association, Foundation and/or other community groups that enhance the visibility of NWSRA and SLSF services and foster cooperative community relationships.
- Treat public complaints and concerns with the utmost attention and courtesy.

### **Position Specific Responsibilities**

- Oversee creation of all internal programming, planning for the brochure, writing text and gathering distribution and scheduling information.
- Coordinate Association planning and development of seasonal and annual calendars, seasonal programs offerings, and compliance with the American with Disabilities Act (ADA).
- Oversee brochure process including preparing seasonal program document, gathering materials to create seasonal programs while collaborating with Marketing Team and program departments.
- Oversee seasonal programming meeting with program managers to determine running programs and additional program needs.

- Oversee outreach for new families and participants.
- Coordinate and oversee the financial assistance program.
- Create and maintain Association program budgets while ensuring all program areas are aware of their budget lines and responsibilities.
- Oversee the Association Committees including quarterly reports, goals and assignment of members and chairpersons.
- Oversee Day Camp commercial transportation bid process and implementation
- Chair NWSRA Program Development Committee.
- Serve as a member of a community outreach group.
- Other duties needed to help drive our Vision, fulfill our Mission and abide by NWSRA's Core Values

## **POSITION QUALIFICATIONS**

- Graduate from accredited college or university with a bachelor's degree in Therapeutic Recreation, Parks and Recreation or related field of study.
- Current National Council on Therapeutic Recreation Certification (NCTRC) or Certified Park and Recreation Professional (CPRP) or the ability to get certified within an allotted amount of time determined by the policy of the Association and/or the Executive Director.
- Minimum six - eight years of full-time experience with planning and implementation of recreation programs for people with disabilities.
- Minimum of three - five years of full-time employee supervision and experience with human service agencies or local government agencies is preferred.
- Highly motivated, self-starter, outgoing and confident with excellent interpersonal and communication skills in the oral and written format is required.
- Demonstrate strong leadership qualities including confidence, maturity, flexibility and professionalism.
- Demonstrate thorough knowledge of the theory and philosophy of therapeutic recreation and community recreation and have a commitment to persons with disabilities.
- Ability to assess, plan, develop, implement and evaluate therapeutic recreation programs.
- Management style that includes well-developed organizational skills, proven administrative leadership and positive interactions with NWSRA employees, NWSRA Board of Directors, SLSF Board of Trustees, legislators and public.
- Demonstrate knowledge of and ability to work effectively with individuals with disabilities.
- Work independently, solve simple to complex problems, demonstrate dependability, promptness, punctuality and convey a positive attitude to others.
- Strong knowledge of budget processes, application and analysis.
- Serve as the vehicle for communication from the Executive Director to ensure that the mission, vision, policies and procedures of the Association are clearly communicated to all employees.
- Strong interpersonal skills and the ability to effectively communicate with employees, Board members, interns, volunteers, drivers, parents/guardians, participants, Member District and school district personnel, as well as members of the public and demonstrate a flexible, patient and courteous manner.
- Demonstrate decision making, advanced planning, organizational skills and the ability to perform required duties under stressful situations without supervision.
- Ability to attain Illinois Commercial Driver's License (CDL).

## **Benefits we offer:**

- Medical Coverage
- Dental Coverage
- Vision Coverage
- Group Life Insurance

- AFLAC Indemnity Plans
- IMRF Pension Plan
- Mission Square Retirement 457b Plan
- Paid Holidays
- Vacation Days
- Sick Days
- Personal Days
- Employee Assistance Program (EAP)

**Click this link to apply!** <https://nwsra.bamboohr.com/careers/67>