



Program Coordinator

Northern Will County Special Recreation Association (NWCSRA)

Contact Name: Jill Mukushina

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Contact Phone: 815-552-9769

Closing Date:

Salary: \$38,442-\$57,662

Description:

Under the direction of the Superintendent, responsible for the planning, developing, implementing, and evaluating assigned recreation programs and services for people with disabilities in Bolingbrook, Lockport, Plainfield and Romeoville. This position includes the adult day program and other programs, as well as community education and interaction as assigned. Responsible for training and coaching part-time staff, and to assist in the recruiting and hiring process. This is a full time exempt salary position. Weekly schedule is generally 40-45 hours, with evenings and weekends required.

ESSENTIAL JOB FUNCTIONS:

- Plan, organize, direct and evaluate assigned recreation programs, to meet the needs of the member agency residents, by focusing on providing meaningful and fun experiences, to program and service areas as assigned.
- Orient, train, supervise, mentor and participate in the hiring process of part-time staff and volunteers. Monitor their performance with continual feedback. Promote staff growth and development, providing support and/or disciplinary action as needed through program visits.
- Communicate with the Superintendent on issues and activities in an effort to ensure effective operations of the agency.
- Prepare reports as deemed necessary by the Executive Director.
- Complete program budgets and monitor financial activities.
- Work an assigned number of programs (special events, weekly programs, disability awareness, agency events, and inclusion) each season.
- Responsible for the purchase, inventory, care and maintenance of all NWCSRA supplies and equipment, as well as storage and cleanliness of these areas.
- Assist with the seasonal brochure through program development, input, proofing; input and maintenance of programs into the registration system; and input into the time and attendance and scheduling software.
- Create and assemble program plans including measurable and effective program goals, objectives, schedules, rosters and supplies. Evaluate 25% of programs planned each program season and provide summary.
- Communicate effectively with participants, parents, and staff regarding policies, procedures, schedules, changes, and other pertinent information as required.

- Recognize safety concerns and provide a safe environment for programs in accordance with the NWCSRA risk management program.
- Foster an environment of positivity and teamwork with staff.
- Support NWCSRA fundraising efforts as assigned.
- Perform other duties as assigned.

POSITION QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university based on a major in Therapeutic recreation or closely related field preferred.
- Minimum of three years of experience in a variety of recreation settings with special populations preferred.
- Certification in First Aid, CPR, AED, and CPI required, or ability to obtain.
- Certified Therapeutic Recreation Specialist (CTRS), Certified Park and Recreation Professional (CPRP) or closely related certification, or the ability to obtain preferred.
- Illinois Special Olympic Class "A" Volunteer.

Benefits:

- Medical, prescription, dental and vision insurance.
- Life insurance.
- Paid holidays, vacation, sick and personal days.
- Illinois Municipal Retirement Fund (IMRF) pension plan.

To Apply:

To submit your current resume and cover letter, or for questions on this position and to request a copy of the full job description, contact Jill Mukushina at jmukushina@nwcsra.org or 815-552-9769.