



Manager of Special Recreation

Northwest Special Recreation Association (NWSRA)

Contact Name: Sara Carey

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Closing Date: 2025-07-08

Salary: \$58,051 - \$65,000 DOE

Description:

POSITION SUMMARY

Supervise entry-level Recreation Specialists. Oversee and ensure that all aspects of the Leisure Education and Special Events programs adhere to established schedules, specifications and budgets.

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 to supervisor 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.
- Lead assigned employees in the development of programs, policies and related service areas with the Administrative Team.
- 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 supervisor.
- 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.

- Provide input to supervisors related to determining goals, budgets, supply and equipment needs, risk management resources, productivity and efficiency systems and employee development activities that may affect the Association's overall financial resources development.
- 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 NWSRA and SLSF in providing safe and enjoyable programs and services.
- Maintain all required certifications.
- Actively participate in assigned team meetings, individual/supervisory meetings, planning or other Association meetings.
- 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 special education teachers, social service workers, volunteers, part-time employees, community members, parents, Member District employees, sponsors, donors 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.
- Treat public complaints and concerns with the utmost attention and courtesy.

Position Specific Responsibilities

- Assist the Administrative Team with the development of policies and procedures for use by NWSRA for coordinating recreation and leisure programs for individuals with disabilities.
- Assist the Management Team with seasonal program schedules for full-time recreation employees.
- Assist Superintendent of Recreation II with creating and maintaining Association program budgets.
- Plan, coordinate and lead one overnight trip annually.
- Assist with Association APIE (Assessment, Planning, Implement, Evaluation) process within programs.
- Implement programs of all types including general, clubs, special events, Leisure Education, camps, trips/overnights, Lightning Athletics, cooperative programs or inclusive placements.
- Assist the Administrative Team with the development of policies and procedures for use by NWSRA for coordinating recreation and leisure programs for individuals with disabilities.

- Communicates with partner agency and/or facility employees through face-to-face meetings, letters, email and/or telephone.
- Assist with the tracking of registration, communicating program details, maintaining reports and records, and assisting parents and participants in selecting programs for Leisure Education and Special Events.
- Responsible for the coordination of Leisure Education Program including scheduling employee assignments, flyer and transportation development, evaluations, teacher meetings and program development.
- Work with Logistics Coordinator to book facilities for Leisure Education.
- Responsible for planning and scheduling special events, researching and development of new ideas.
- Provide in-service training for employees on the Leisure Education process.
- 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 **three - five** years of full-time experience with planning and implementation of recreation programs for people with disabilities.
- 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.
- First Aid/CPR/AED certification required or ability to obtain.
- 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)