



## **Recreation Specialist - Athletics and Trips**

Northern Suburban Special Recreation Association

**Contact Name:** NSSRA Human Resources

**Contact E-mail:** [hr@nssra.org](mailto:hr@nssra.org)

**Contact Phone:** 847-509-9400

**Closing Date:**

**Salary:** \$56,992 to \$68,390 a year, dependent on qualifications

### **Description:**

#### **Recreation Specialist**

#### **Area of Concentration: Athletics and Trips**

*(Full-Time, Exempt)*

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 1,800 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**

Members of Team NSSRA are dedicated individuals with enthusiasm and initiative. The Recreation Specialist is responsible for the coordination and implementation of safe, high-quality recreation services for individuals with disabilities of all ages.

### **KEY RESPONSIBILITIES INCLUDE:**

- Direct leadership of recreation programs and overnight trips for individuals with disabilities of all ages.
- Supervise individuals by utilizing behavior management, transferring and other skills necessary for the overall independence and participation of individuals with disabilities.
- Solve problems at programs by demonstrating adaptability and flexibility.
- Actively participates in programs.
- Develop, implement, evaluate, and follow through on participant plans.
- Drive agency vehicles and transport program participants, as required, and assist in care and maintenance of NSSRA vehicles as required.
- Gather, load, transport and set up equipment necessary for program implementation.
- Assist in the daily management of programs through paperwork and record keeping systems.
- Recruit, hire, train, supervise and evaluate part-time seasonal employees and volunteers.

- Develop curricula and goals for recreation programs.
- Conduct program and participant observations as requested and complete all necessary observation forms.
- Compile information required for the program guide including development of new programs and completion of program budget worksheets.
- Develop skills and abilities necessary to carry out assigned duties, through attendance at meetings as required.
- Participate in the planning and implementation of assigned special events and attend all-staff events.
- Serve as the on-call staff as assigned.
- Complete agency trainings for employees on an annual basis.
- Under the supervision and direction of the Recreation Manager, work as a team to coordinate, supervise, implement, and evaluate athletic and trip programs provided by NSSRA.
- Develop comprehensive knowledge of athletic and trip programs to serve as the key liaison to new and current participants, families, and employees in this area.
- Work with Special Olympics to complete and maintain reports, files, and paperwork necessary in the Special Olympics area.
- Work with the Recreation Manager to complete and maintain reports, files, and paperwork necessary for the athletic and trip program areas.
- Attend meetings and conduct program-specific educational sessions for athletic and trip staff, as necessary.
- Recruit participants, respond to inquiries about athletic and trip programs, and anticipate future program offerings.
- Coordinate all tournaments hosted by NSSRA.
- Conduct sports and coaches training for agency Special Olympics coaches.
- Organize and care for all athletic uniforms and equipment for agency athletic programs.
- Recruit athletic coaches and assistants for Special Olympics sports.
- Recruit part-time employees for trip programs.
- Active member of ITRS Interagency Sports Committee.
- Comply with safe work requirements and customer service standards and encourage other staff members to do the same.
- Perform other duties as assigned necessary for the efficient and effective operation of NSSRA.

## **ABOUT YOU**

- Graduation from an accredited college or university with a bachelor's degree in therapeutic recreation, recreation administration, special education, adaptive physical education, or a related field.
- Have, obtain, or sit for the NCTRC (National Council for Therapeutic Recreation Certification) within one (1) year of employment is preferred.
- Demonstrable knowledge of disabilities and the recreational needs of persons with disabilities without exclusion.
- Knowledge and/or training in the area of therapeutic recreation, recreation, special education, adaptive physical education, or a related field.
- A valid Illinois Driver's License and personal transportation to accomplish position responsibilities.

## **SCHEDULING & PAY**

This is a full-time, year-round position that requires evening and weekend work. Salary is \$56,992 to 68,390 a year, dependent on qualifications.

## **BENEFITS WE OFFER**

NSSRA offers a generous benefit package which includes medical, prescription and dental coverage, vision reimbursement, life insurance, pension plan, and paid time off.

**JOIN THE TEAM**

To apply, submit an application at [www.nssra.org/jobs](http://www.nssra.org/jobs). A cover letter, resume and professional references are REQUIRED.

The position is open until filled. Please apply early as recruiting and interviewing will begin immediately.

*NSSRA is an Equal Opportunity Employer.*