



Recreation Coordinator - Day Program

Southeast Association for Special Parks and Recreation (SEASPAR)

Contact Name: Dawn Krawiec

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Closing Date:

Salary: \$44,000-\$55,000

Description:

Are you a recreation professional looking for rewarding work in a supportive environment? Would you love to expand your horizons with a great team by your side? Then SEASPAR is the place for you!

SEASPAR (the South East Association for Special Parks And Recreation) is a special recreation association providing year-round recreational programs and services to residents with disabilities in the following communities in Illinois: Brookfield, Clarendon Hills, Darien, Downers Grove, Indian Head Park, La Grange, La Grange Park, Lemont, Lisle, Western Springs, Westmont, Willowbrook, and Woodridge. SEASPAR offers year-round programming for all ages and all disabilities, including: weekly social, artistic, cultural, and fitness programs; special events and trips; Special Olympics training; adapted sports; multi-sensory rooms; and much more!

SEASPAR is currently seeking an energetic, creative, and flexible candidate for our Recreation Coordinator position, which is responsible for the coordination of daily activities for all of SEASPAR's EAGLES Adult Day Program sites.

Main Responsibilities

Plan, communicate, and evaluate program content for all sites of the EAGLES Adult Day Program. Secure reservations and input details in planning calendar for all EAGLES sites to facilitate lesson plan development.

Develop and organize activities that meet the needs of the EAGLES Program participants.

Manage the day-to-day operations of the EAGLES Program.

Actively instruct recreation programming within the range of twelve to sixteen hours per week. Visit day program sites or fill role of Site Director, Program Leader, Driver, Support Staff, or Inclusion Aide as needed by executing established lesson plans, encouraging participant engagement, and ensuring participant safety.

Essential Functions

Must be able to sit 70% of the workday. Must be able to carry equipment up to 35 lbs. for up to 100 feet, lift equipment/participants up to 50 lbs., and push participants in wheelchairs. Must be able to transfer individuals from wheelchairs to stationary seats, including restroom transfers. Must be able to drive agency vehicles and operate wheelchair lifts and tie-downs. Must have the ability to use telephone, computer, and office equipment and access files in cabinets. Must have mobility to move from one facility to another during the workday. Must have regular and predictable on-site attendance.

Work Schedule and Location

The Recreation Coordinator primarily works at the Darien Sportsplex, located at 451 Plainfield Road in Darien. Frequent travel to the main SEASPAR office in Downers Grove as well as program sites is required. Regular office hours are 8:30 a.m.-4:30 p.m. Monday through Friday, but evening and weekend commitments should be expected.

Compensation

In exchange for your time and talent, this position offers competitive compensation with a salary range of \$44,000-\$55,000 based on experience and qualifications, in addition to medical, dental, vision, and life insurance, Illinois Municipal Retirement Fund pension plan, medical and dependent flexible spending account, paid time off (including holiday, vacation, personal, and sick), and tuition reimbursement.

FLSA Status: Exempt

To Apply

Visit <https://seaspar.isolvedhire.com/jobs/1543784> to view the full job description and apply online.

SEASPAR is an Equal Opportunity Employer which has been, and will continue to be, a fundamental principle at the agency, which bases employment upon personal capabilities and qualifications without discrimination because of an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), age, national origin, citizenship status, work authorization status, ancestry, marital status, veteran status, disability, association with a person with a disability, sexual orientation, genetic information, unfavorable discharge from military service or military status, civil union partnership, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other protected characteristic as established by law.

Applicants requiring a reasonable accommodation to participate in the hiring process may contact HR at info@seaspar.org.