



## **Accessible Recreation Coordinator Special Olympics and Camps**

City of Evanston

**Contact Name:** Human Resources

**Contact E-mail:** [humanresources@cityofevanston.org](mailto:humanresources@cityofevanston.org)

**Contact Phone:** 847-448-8204

**Closing Date:** 2025-09-14

**Salary:** \$38.32-\$53.65hr

### **Description:**

Online Employment Application | Open Positions ([apply here](#))

**\$38.32-\$53.65**

**\*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.**

### **NATURE OF WORK:**

Under the direction of the Recreation Manager and/or designee, this position is primarily responsible for planning, coordinating, and implementing, and managing Accessible Recreation Special Olympics and camp program services for individuals with disabilities of all ages. Accessible Recreation programs are designed to improve and maintain the quality of life for participants and are created based on individuals' unique abilities, goals, and needs. The position is also responsible for providing training/education and support to staff related to program-specific certifications and requirements, and working with the Inclusion & Accessibility Division to promote advocacy, acceptance, and awareness within the community.

### **ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):**

- Plans, implements, manages and evaluates all phases of Accessible Recreation Special Olympics and camp programming
- Communicates and connects positively and effectively with individuals with disabilities, families, the general public, other staff, and individual agencies
- Maintains highly organized athlete information including registrations, participant information, medical/health forms, qualification statistics, event schedules, and other details applicable to Special Olympics participation
- Coordinates and develops Accessible Recreation lesson/activity plans for coaches, program leaders, assistants, and volunteers

- Assesses participants' abilities, goals, and needs through communication with participants, family, and other members of individuals' teams to recommend and coordinate placement Accessible Recreation and/or general recreation programming
- Creates and implements behavior support programs to allow for safe, successful participation in Accessible Recreation programs
- Implements adaptations to activities and programs
- Provides supervision and support needed to allow for safe, successful participation for all individuals, including but not limited to personal care (assistance with feeding, changing, toileting, etc.) lifting and transfers, physical and emotional support
- Provides comprehensive training for Department and Division staff on topics relating to Accessible Recreation programming including Non-violent Crisis Intervention training, CPR/First Aid, program implementation, safety-related topics, Division policies and procedures, activity adaptation, etc.
- Hires and manages seasonal staff and volunteers, abiding by the Department's employment/onboarding policies and procedures and including assignment of tasks, programs, and work hours
- Ensures programs and services are exceptionally safe, organized, engaging, and designed to meet the abilities, goals, and needs of all participants
- Adheres to all City policy, procedure, and safety rules
- Adheres to all Special Olympics Illinois and National Governing Body policies, procedures, codes of conduct, Protective Behaviors guidelines, rules, regulations and sports rules
- Prepares work assignments, letters, memorandum and reports using prescribed format and conforming to all rules of punctuation, grammar, dictation and style
- Works to develop collaborative partnerships with any applicable external stakeholder organization, while working with internal staff in development and continued improvement or modification of all Accessible Recreation program offerings
- Assists in developing recommendations for improvements to department policies and procedures, as necessary
- Provides oversight and management of Prieto Community Center and other Parks and Recreation facilities as assigned
- Works a flexible schedule including evenings, weekends, and holidays as required
- Responds timely and appropriately to questions or service requests from 311, customer phone calls, emails, questions, comments, and concerns
- Develops social media announcements, marketing brochures, flyers and promotions for Accessible Recreation programs
- Assists the Recreation Manager and other staff with developing, executing, implementing, and adhering to annual budget, strategic and operational plan for the department/division
- Meets deadlines and multi-tasks effectively
- Attends trainings, meetings, and conferences to enhance personal and professional development
- Attends department special events and other meetings as required
- Uses recreation software to track registrations, gather statistical data, and develop reports
- Performs other duties as assigned or required

#### **MINIMUM REQUIREMENTS OF WORK:**

- Must possess a Bachelor's degree in Therapeutic Recreation, Adapted Physical Education, Special Education or substantially similar area from an accredited college or university
- Must possess three (3) or more years of work experience in direct delivery of recreational programming for individuals with disabilities

- Must possess valid Certified Therapeutic Recreation Specialist (CTRS) credentials obtained through the National Council on Therapeutic Recreation Certification (NCTRC) or comparable certification
- Must possess one (1) or more years of work experience in a supervisory capacity
- Must possess a valid driver's license and a safe driving record
- Must possess current First Aid/CPR/AED certifications or be able to acquire and present active certifications as a condition of employment
- Must possess current CPI (Crisis Prevention Institute) NCI (Non-violent Crisis Intervention) certification or be able to acquire and present active certification as a condition of employment

### **Knowledge, skills, and abilities in the following areas:**

- Considerable knowledge of current trends in recreational programming for individuals with disabilities and disability awareness
- Considerable knowledge of the philosophy, principles and practices of
- therapeutic recreation, public recreation and community services programming

### **PHYSICAL REQUIREMENTS OF WORK:**

Under the general direction of the Recreation Manager or designee, work is performed with independence. Works with other division and department staff at all levels, and with necessary resources in other departments and divisions. Performance is reviewed through observation, completion of projects, status reports, conferences and meetings. Guidance is provided through the City Code, departmental policies, City operating practices and procedures, and other resources as applicable to the specific goals and this classification standard. Work is evaluated at least annually, with respect to managing staff, problem solving abilities, customer service, written and verbal communication skills, and performance in accordance with the classification standard.

### **SUPERVISION:**

Under the general direction of the Recreation Manager or designee, work is performed with independence. Works with other division and department staff at all levels, and with necessary resources in other departments and divisions. Performance is reviewed through observation, completion of projects, status reports, conferences and meetings. Guidance is provided through the City Code, departmental policies, City operating practices and procedures, and other resources as applicable to the specific goals and this classification standard. Work is evaluated at least annually, with respect to managing staff, problem solving abilities, customer service, written and verbal communication skills, and performance in accordance with the classification standard.

### **PUBLIC CONTACT:**

The employee is responsible for maintaining working relations with command staff, elected officials and the public. The employee has regular contact with the general public and other city employees.

### **SELECTION METHOD**

Structured Oral Interview

### **TYPE OF ELIGIBILITY LIST**

### **LIFE OF ELIGIBILITY LIST**

***To apply for this position, please apply online at [www.cityofevanston.org](http://www.cityofevanston.org) on or before the closing date.***

*Chosen candidates will be required to provide proof of licenses, certifications, and*

*education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.*

***The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-448-8052 (TTY).***