



Program Manager

Maine-Niles Association of Special Recreation

Contact Name: Keli Stonitsch

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Closing Date:

Salary: \$68,000 - \$78,000

Description:

M-NASR is seeking a forward-thinking, energetic team player with strong leadership skills to join our team! This dynamic role is responsible for planning, implementing, and overseeing recreation programs and summer camps for individuals with disabilities, while leading a team of Recreation Specialists. The ideal candidate will demonstrate strong communication skills and be detail oriented while bringing positivity and collaboration to managing budgets, program evaluations, recruitment, training and development of summer staff. With responsibilities ranging from coordinating day camps and special events, to advocating for community access and providing direct participant support, this position offers the opportunity to make a meaningful impact while representing M-NASR in the community.

M-NASR is located just north of Chicago and has been providing recreational programs and services to individuals with disabilities since 1972. Today we serve over 1,300 children and adults in more than 600 programs, trips, and special events each year within our seven member districts:

Des Plaines Park District – Golf Maine Park District – Morton Grove Park District – Niles Park District
Park Ridge Park District –Skokie Park District – Village of Lincolnwood Parks & Recreation

In exchange for outstanding skills, M-NASR is offering a competitive salary range of \$68,000-\$78,000. Employees also receive a comprehensive benefits package including medical, dental, and vision plans; generous paid time off including vacation, sick, and personal time; free personal fitness membership to one of the seven member park districts we serve; the opportunity for 12 work from home days a year; IMRF pension and optional 457 deferred compensation.

Essential Job Functions Include:

- Plan, conduct, oversee, implement, and evaluate and/or assist recreation programs for individuals with disabilities. This includes but is not limited to implementation of lesson plans, adaptations, behavior management strategies and documentation including but not limited to budgeting, program evaluations and incident reports.
- Provide supervision of overall program, assisting staff, and participants. Participant supervision may include lifting and transferring, feeding, and other personal care. Provide physical and emotional support to children and adults with disabilities.
- Safely transport participants of varying ages and abilities using agency vehicles.
- Assist with agency-wide and Foundation events.
- Advocate for community access to recreation for individuals with disabilities.
- Oversee the entire summer day camp process. Recruit, hire, orient, train, supervise, approximately 50 part-time Day Camp staff and Site Directors.
- Manage and communicate staffing assignments, placements, and changes to ensure coverage for M-NASR day camps.
- Recruit, hire, orient, train, evaluate, and supervise three full time Recreation Specialists.
- Maintain the budgeting process for programs.
- Works with Recreation Specialists to ensure development of well-rounded program delivery.

Qualifications:

- Bachelor's Degree plus knowledge and/or training in therapeutic recreation, special education, adaptive physical education or a related field.
- Four (4) years of full-time experience in therapeutic recreation, parks and recreation, special education, adaptive physical education or related field.
- Knowledge of the recreational needs of persons with a disability without exclusion.
- Ability to complete NCTRC (National Council for Therapeutic Recreation Certification) or comparable certification within six (6) months of employment desired.
- Completion of First Aid/CPR, AED and other certifications as required.
- A valid Illinois class "D" Driver's License is required.

To Apply:

Email your resume and cover letter to:

kstonitsch@mnasr.org

View the full job description and job application: <https://mnasr.org/employment>

M-NASR is an Equal Opportunity Employer