



Support Staff Coordinator

Maine-Niles Association of Special Recreation

Contact Name: Keli Stonitsch

Contact E-mail: kstonitsch@mnasr.org

Contact Phone: 847-966-5522

Closing Date:

Salary: \$62,000 starting

Description:

M-NASR is seeking a dedicated and energetic Support Staff Coordinator to lead, train, and supervise our part-time team! In this role, you will oversee and implement recreation programs for individuals with disabilities, provide supervision and support to participants and staff, and ensure safe transportation and program operations. You will be responsible for hiring, training, and supervising approximately 50 part-time staff, coordinating staffing assignments and conducting seasonal trainings.

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 starting salary at \$62,000. 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, evaluate, and assist with recreation programs for individuals with disabilities. This includes 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 adult 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.
- Represent M-NASR through attendance at community meetings and functions, and address schools, parents, participants, Member Agencies and/or other service groups.
- Adhere to all agency policy, procedure, and safety manuals by exhibiting a working knowledge of general and department specific rules and operations.
- Provide timely response to communication.
- Utilization of computer software and specific databases, specifically Microsoft Office and RecTrac.

Qualifications:

- Bachelor's Degree plus knowledge and/or training in therapeutic recreation, special education, adaptive physical education or a related field.
- Two (2) years 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 in addition to 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