



Recreation Specialist

Northwest Special Recreation Association (NWSRA)

Contact Name: Sara Carey

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Closing Date: 2025-10-30

Salary: 43,888.00-46000.00

Description:

Position Summary

Plan, direct and coordinate recreation and leisure programs for NWSRA participants. Assess and recommend appropriate goals and programs for individual with disabilities.

Responsibilities

- Coordinate all aspects of assigned Day Camp programs, working with Site Director and Manager of Special Recreation-Day Camp by supervising, evaluating, budgeting, facility orientation, field trips, orientation, planning, supply and equipment management.
- Assist in supervision and evaluation for part-time employees and volunteers in assigned programs.
- Serve as a team leader, prompting group cohesiveness while leading programs and assist in preparing part-time employees and volunteers working in the assigned programs.
- Develop goals and objectives for each assigned program and maintain all program paperwork i.e., records, forms and correspondence.
- Maintain expenditure records for each assigned program and collect and turn in receipts from program expenses in a timely fashion.
- Plan and develop programs of all types including general, clubs, special events, Leisure Education, camps, trips/overnights, Lightning Athletics and cooperative programs.
- Prepare and implement behavior management strategies when necessary, to ensure safe involvement in recreation programs by people with disabilities.
- Drive Association vehicles and transport program participants, as required and assist in care and maintenance of vehicles as required.
- Demonstrate creativity, enthusiasm and take initiative when leading programs.
- Responsible for record keeping such as attendance sheets, incident/accident forms, observation forms, leader forms, etc.
- Provide assistance and instruction to participants when needed.
- Understand needs of persons with disabilities and adapt activities to enable participation when necessary.
- Assist with the development and implementation of behavior plans when needed in assigned programs.

- Other duties needed to help drive our Vision, fulfill our Mission and abide by NWSRA's Core Values.

Position Qualifications

- Graduate from accredited college or university with a bachelor's degree in Therapeutic Recreation, Parks and Recreation or related field of study.
- Current National Council on Therapeutic Recreation Certification (NCTRC) and/or Certified Park and Recreation Professional (CPRP) or the ability to get certified within an allotted amount of time determined by the policy of the Association and/or the Executive Director.
- Minimum one year experience with children and adults with various disabilities.
- Highly motivated, self-starter, outgoing and confident with excellent interpersonal and communication skills in the oral and written format is required.
- Demonstrate strong leadership qualities including confidence, maturity, flexibility and professionalism.
- Demonstrate thorough knowledge of the theory and philosophy of therapeutic recreation and community recreation and have a commitment to persons with disabilities.
- Ability to assess, plan, develop, implement and evaluate therapeutic recreation programs.
- Demonstrate knowledge of and ability to work effectively with individuals with disabilities.
- Experience in the supervision, training and evaluation of employees with a supervisory style that includes well-developed organizational skills.
- Work independently, solve simple to complex problems, demonstrate dependability, promptness, punctuality and convey a positive attitude to others.
- Serve as the vehicle for communication from the Executive Director to ensure that the mission, vision, policies and procedures of the Association are clearly communicated to all employees.
- Strong interpersonal skills and the ability to effectively communicate with employees, Board Members, interns, volunteers, drivers, parents/guardians, participants, Member District and school district personnel, as well as members of the public and demonstrate a flexible, patient and courteous manner.
- Demonstrate decision making, advanced planning, organizational skills and the ability to perform required duties under stressful situations without supervision.
- First Aid/CPR/AED certification required or ability to obtain.
- Ability to attain Illinois Commercial Driver's License (CDL).