



Inclusion Manager

Western DuPage Special Recreation Association (WDSRA)

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Closing Date:

Salary: \$72,000-\$76,000

Description:

At WDSRA, we believe in creating engaging, community-driven social and recreational experiences for individuals of all ages with special needs. As a forward-thinking organization, we are committed not only to serving our communities but also to supporting our employees in every way possible. Here, you'll find a competitive benefits package, a collaborative team environment, and flexibility.

We're looking for an **Inclusion Manager** to lead our dynamic Inclusion team! This leadership role is responsible for managing a team of Inclusion Supervisors and staff, overseeing staffing solutions, and implementing behavioral training strategies that foster a positive and inclusive atmosphere. The Inclusion Manager plays a key role in shaping program quality, staff development, and community impact.

If you're passionate about making a real difference and ready to have a meaningful impact, we want to hear from you.

Be a part of an organization that's changing lives—both for those we serve and for you!

Key Duties/Responsibilities:

- Interview, hire, orient, and discipline Inclusion team staff.
- Supervise Inclusion team staff by: managing workloads; monitoring staff's performance with continual feedback and regular performance reviews; promoting staff growth and development; and providing training and support as needed.
- Provide oversight, direction, and set service standards for the inclusion program service area.
- Oversee approval of inclusion timesheets for payroll processing to ensure accuracy of member district inclusion billing.
- Create inclusion-related budgets and monitor financial activity.
- Act as agency expert on ADA regulations and Behavior Management. Follow up on all incidents reported in an inclusion program.

- Provide specialty training to seasonal inclusion staff and member district staff in areas of ADA compliance, behavior management, and handle with care crisis management techniques.
- Be a part of the training team to ensure appropriate resources are engaged and staff receive the necessary training to provide quality services.
- Develop and maintain relationships with member district staff to facilitate inclusion services. Network with other SRAs to assess trends and further inclusion efforts.
- Fill the role of Head Instructor, Assistant, Driver, or Inclusion staff as needed in programs by executing established lesson plans, encouraging participant engagement, and ensuring participant safety. Monitor after-hours/weekend program call situations as required.
- Perform other duties as assigned.
- Fulfill your job duties in line with agency policies, mission, vision, core values, and cultural expectations.

Qualifications:

Candidates must have a minimum of a Bachelor's degree in Therapeutic Recreation or a related field from an accredited college or university. A minimum of four (4) years working with individuals with disabilities. Behavior management and training experience preferred. A Certified Therapeutic Recreation Specialist (CTRS) and/or Certified Park and Recreation Professional (CPRP) or the ability to obtain preferred.

Benefits Include:

Medical, Dental, and Vision coverage
 Life Insurance (basic & voluntary additional coverage)
 IMRF Defined Benefit Pension
 Short- and Long-Term Disability (IMRF)
 Employee Assistance Program for employees and immediate family members
 Medical and Childcare Flexible Spending Accounts
 Paid Time Off (sick, vacation, and personal time)
 Professional development opportunities

How to apply:

Interested candidates can highlight and right-click the link below or go to www.wdsra.com

<https://secure6.saashr.com/ta/6189871.careers?ApplyToJob=671490378>