



## **Program Supervisor**

Western DuPage Special Recreation Association (WDSRA)

**Contact Name:** Lisa Santoria

**Contact E-mail:** [lisas@wdsra.com](mailto:lisas@wdsra.com)

**Contact Phone:** 630-681-0962

**Closing Date:**

**Salary:** \$42,000-\$47,000

### **Description:**

Western DuPage Special Recreation Association (WDSRA) is a two-time National Gold Medal winner and leader in special recreation. WDSRA is a progressive organization focused on meeting the needs of its communities and its employees in the best manner possible. We are seeking a motivated, qualified professional to join our dynamic team. We are building our culture through flexibility and work-life integration, a competitive benefits package, a supportive team environment, and a renewed focus on talent management. We hope you consider applying to become a valued member of our energetic and enthusiastic organization.

The Program Supervisor is responsible for planning, developing, implementing, and evaluating therapeutic recreation programs for individuals with disabilities from childhood to adulthood, with an emphasis on Special Events, Social Programs, and Day Camps.

### **Duties/Responsibilities:**

- Develop relationships with community partners, research current trends, and prepare lesson plans with effective and measurable objectives to create innovative year-round therapeutic recreational programming.
- Collaborate with parents, teachers, and school districts to facilitate, implement, and evaluate well-organized and successful camp experiences.
- Assess participants' specific needs and create individualized behavior plans to help each participant succeed in each program.
- Orient, train, mentor, and evaluate camp staff and volunteers. Assist with training, supporting, and monitoring seasonal staff performance through specific program oversight. Secure and monitor contracted specialty instructors as needed.
- Input specific program details into the registration system to help with seasonal brochure development and participant enrollment.

- Prepare program-specific budgets for the manager's approval and keep records of all expenditures within set budget limits.
- As needed in programs, fill the head instructor, assistant, driver, or inclusion staff role by executing established lesson plans, encouraging participant engagement, and ensuring participant safety.
- Monitor after-hours/weekend phone and respond to on-call situations as needed.
- Fulfill your duties per agency policies, mission, vision, core values, and cultural expectations.
- All other duties as assigned.

**Qualifications:**

- Bachelor's degree in Therapeutic Recreation or related field
- Minimum of two (2) years of experience in coordinating programs for individuals with a disability.
- A Certified Therapeutic Recreation Specialist (CTRS) and/or Certified Parks and Recreation Professional (CPRP) 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