



Therapeutic Recreation Specialist

Fox Valley Special Recreation Association (FVSRA)

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Closing Date: 2026-02-06

Salary: 43,888

Description:

JOB TITLE:

Therapeutic Recreation Specialist

DEPARTMENT:

Recreation

SALARY/HOURLY:

\$43,888.00

FLSA:

Exempt

BENEFITS:

Complete medical/health/life/vision and dental package; vacation, holidays, personal and sick days; pension plan, IPRA Membership, continuing education, Member Agency leisure benefits.

DIRECTLY REPORTS TO:

Program Manager

RESPONSIBLE FOR DIRECTLY SUPERVISING:

NA

JOB PURPOSE:

To assess, plan, develop, implement and evaluate therapeutic recreation programs for children and adults with disabilities.

POSITION QUALIFICATIONS:

1. Graduate from accredited College or University with a Bachelor of Science degree in Therapeutic Recreation or Recreation with a Therapeutic Emphasis and practical experience in Therapeutic Recreation programming.
2. Current NCTRC Certification or ability to obtain within one year of employment.
3. Experience in planning and conducting recreation programs for people with disabilities.
4. Must demonstrate knowledge of disabilities and have proven experience working with individuals with disabilities including planning a wide range of recreation activities.
5. Must demonstrate enthusiasm, strong interpersonal skills, communication skills and ability to work effectively with people with disabilities, FVSRA staff, FVSRA member agency staff, part time coaches, parents/guardians, participants, schools district personnel, community agencies, as well as members of the general public.
6. Must be able to work independently, solve problems, and convey a positive attitude to others. Must have strong written and verbal communication skills.
7. Possess Handle With Care (HWC) and First Aid-CPR Certifications or obtain within one year of hire.
8. Ability to assess, plan, develop, implement, and evaluate activity programs for the therapeutic recreation continuum of services.
9. Ability to engage in activities requiring physical exertion. Ability to perform required duties under stressful situations without supervision.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Adheres to all Agency Policy and Procedures Manuals.
2. Adhere to Safety Manual contents by exhibiting a working knowledge of general and department specific safety rules.
3. Plan, develop, lead, and evaluate therapeutic recreation programs on a year round basis.
4. Serve as liaison to part-time program leaders.
5. Assist in supervision and evaluation of part-time staff and volunteers in assigned programs.
6. Develop goals and objectives for each assigned program and maintain all program paperwork; i.e., records, forms, and correspondence.
7. Attend all assigned meetings and approved professional development opportunities.
8. Develop and maintain effective communications in all work-related relationships.
9. Assist in the orientation of new staff and supervision of interns.
10. Prepare program budgets and maintain expenditure records.
11. Drive a van or car to programs, seasonal events, away trips and/or meetings.
12. Provide physical and emotional assistance to children and adults with disabilities.
13. Select, recommend, inventory, purchase and organize supplies and equipment, which are associated with program assignments and responsibilities..
14. Assist with gathering, purchasing and organizing equipment.
15. Work efficiently and effectively under pressure; such as deadlines and emergencies.
16. Demonstrate strong leadership qualities.
17. Inspects work and program areas (use checklists) for compliance with safe work practices and rules.
18. Enforces safety rules by confronting and correcting unsafe behavior and conditions.
19. Immediately reports all accidents and incidents to supervisor.
20. Cooperates and assists in the investigation of accidents.
21. Effectively uses cell phones, computers software, and the internet for the performance of job assignments.
22. Treats public concerns with the utmost and courteous attention.
23. Assist in all Foundation fundraising events.
24. Perform other duties related to the Therapeutic Recreation Specialist when necessary, or duties in the best interest of the Association.

COMPENTENCIES:

COLLABORATION: Promotes and supports work teams and groups

RELIABILITY: Performs responsibilities dependably and accurately, fulfills promised actions

RESPONSIVENESS: Focuses on the customer, willingly helps others and provides prompt service

ASSURANCE: Conveys trusts and inspires confidence

EMPATHY: Deals with individuals, appreciates their differences, handles emotions and shows compassion for others

SELF CONFIDENCE: Recognizes the contributions of others and is conscious of own ability

INITIATIVE: Begins and follows through energetically with plans and tasks

COMMUNICATION: Shares information, listens to what others are saying

ADAPTABILITY: Makes decisions and solves complex problems

PHYSICAL DEMANDS:

The Therapeutic Recreation Specialist must, with or without reasonable accommodations, be able to perform the following functions:

1. Gather, load, transport and set-up equipment and supplies for activities.
2. Supervise individuals, including at times the use of physical restraints.
3. Physically assist individuals in wheelchairs by pushing, pulling or providing stabilization on unknown terrain.
4. Physically transfer individuals from wheelchair to chair, into and out of vehicles, from pool deck into pool, in washroom facilities, etc.
5. Active participation in programs.
6. Ability to pass pre-employment physical and lift test.

WORKING CONDITIONS:

The employee may be exposed to elements when driving to meetings or when assisting with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.