



Accessible Recreation Coordinator

Forest Preserve District of DuPage County

Contact Name: Mitchell Deery
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Closing Date: 2026-03-21
Salary: \$28.79-32.40 per hour

Description:

The **Accessible Recreation Coordinator** position develops and implements the day-to-day operations for inclusion services for people with disabilities visiting the Forest Preserve District to provide meaningful and welcoming experiences for diverse audiences. This position provides inclusion support for public engagement and interpretation by researching, developing, evaluating, promoting, and presenting environmental or cultural programs at District facilities and throughout the forest preserve system and serves as the District ADA coordinator.

What You'll Do

- Provide oversight, training, support, and strategy to District staff for implementation of the Accessible Recreation Plan.
- Work collaboratively with interpreter teams and ranger operations to assess, plan, develop, implement, and evaluate inclusion services.
- Maintain knowledge of trends, best practices, regulatory changes, and new tools for inclusive practices and reasonable accommodations.
- Assess on-going training needs and develop staff training programs and facilitate and/or present training programs delivering practical training, tools, and guidance to colleagues across departments.
- Identify opportunities to streamline existing participant and visitor inclusion practices and procedures to align district's Accessible Recreation Plan objectives and goals.
- Create, revise, and maintain inclusion support plans for programs including summer camp, scout programs, school programs, public programs, and individual participant plans as needed.
- Support and promote inclusive environments and programs in collaboration with District interpreters at multiple locations.
- Instruct recreation and interpretive programs for school groups, scout groups, by-request groups and general public.
- Develop and implement programs for people with disabilities on the topics of natural history, conservation, restoration efforts, natural resources, wildlife, ecology, history, etc.
- Serve as a resource for information and expertise to the general public and to outside agencies.
- Train and oversee volunteers presenting programs and/or assisting with research and program development in daily activities.

- Collaborate with Community Relations to provide interpretive writing, speaking and promotion of district initiatives through articles, press releases, interviews, social media, exhibits, etc.
- Participate in District initiatives to enhance new and existing programs and offerings.
- Foster a work environment that promotes safe work habits, become familiar with safety rules and procedures, keep work areas clean, and report on any unsafe conditions and incidents.
- Maintain a supportive working environment and demonstrate a desire to succeed the expectations of internal and external customers.
- Perform other duties as required.

What You'll Need

- Bachelor's degree in recreation, therapeutic recreation, special education, or related field; 1-3 years of related experience or equivalent combination of education, training, and experience.
- Certified Therapeutic Recreation Specialist (CTRS) preferred.
- Must have and maintain CPR, AED, and First Aid Certification or obtain within 6 months.
- Must have and maintain Illinois Mandated Reporter certification or obtain upon hire.
- Valid Driver's License in good standing.
- Effective public speaking skills.
- Ability to interpret and communicate District information and policies to the general public.
- Strong communication skills, written and verbal. Bilingual English/Spanish Preferred.
- Proficient with Microsoft Office Suite. Ability to utilize various software programs and workorder systems (Active Net, etc.).
- Maintains strict confidentiality of all private participant and or visitor information.
- Knowledge of principles and methods of curriculum and training design.
- Skilled in planning, organizing, and program development.
- Strong interpersonal skills
- Strong organizational skills to maintain accurate records and data.
- Effective in establishing and maintaining productive workplace relationships.

Schedule, Pay, & Benefits

- Monday-Friday | Regular hours are 8:00 am – 4:30 pm.
- Starting salary: \$28.79 - 32.40 per hour.
- We offer an outstanding and affordable benefit package including medical, pension program, and more. To find out more, visit our website.

Work Setting

- Based out of the headquarters facility in Wheaton, IL. Also requires visits to various Forest Preserve locations and work sites throughout DuPage County.

Apply Today

Follow the link to apply directly and be considered for the position or apply through our organization's website.

Additional information about the position and job duties can be found in the attached job description or on our website.

The Forest Preserve District of DuPage County is an equal opportunity employer.