



Executive Director

Kishwaukee Special Recreation Association (KSRA)

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Closing Date:

Salary: \$70,000 - \$90,000

Description:

Kishwaukee Special Recreation Association (KSRA)

Executive Director – Position Description

Position Title

Executive Director

Status

Full-Time / Salaried / Exempt

Salary Range

\$70,000 – \$90,000 annually, depending on qualifications and experience.

Benefits

KSRA offers a comprehensive benefits package, including:

- Health insurance
- IMRF participation
- Paid vacation, holidays, personal, and sick leave
- Professional memberships and continuing education support
- Member agency recreation privileges
- Professional development opportunities

Reports To

KSRA Board of Directors

Supervises

- Therapeutic Recreation Program Coordinator
- Office Manager
- Marketing & Communications Coordinator
- Seasonal and Part-Time Staff
- Volunteers, Interns, and Program Personnel

Organization Overview

The Kishwaukee Special Recreation Association (KSRA) provides inclusive recreation programs and services for individuals with disabilities throughout DeKalb County and surrounding communities. KSRA collaborates with member park districts, schools, families, community organizations, and the Kishwaukee Special Recreation Foundation (KSRF) to create meaningful recreation, social, educational, and community inclusion opportunities for participants of all ages and abilities.

KSRA is a small agency with a significant impact on the community. The Executive Director serves in a highly visible and hands-on leadership role that combines strategic planning, therapeutic recreation expertise, fiscal management, fundraising, community engagement, staff leadership, and operational oversight.

Position Summary

The Executive Director serves as the chief administrative and operational leader of KSRA and is responsible for the overall management, direction, sustainability, and advancement of the organization. This position oversees all agency operations, including therapeutic recreation programming, inclusion services, strategic planning, staff supervision, fiscal management, risk management, marketing, transportation coordination, and community partnerships.

The Executive Director works closely with the KSRA Board of Directors, member agencies, schools, families, and community stakeholders to ensure high-quality, inclusive recreation opportunities for individuals with disabilities.

This position requires a visionary and collaborative leader who demonstrates strong fiscal responsibility, strategic thinking, and a commitment to program growth and community engagement. The Executive Director must be adaptable, innovative, and willing to lead both strategically and operationally within a small agency environment.

A key responsibility of this role includes working closely with the Kishwaukee Special Recreation Foundation (KSRF) to support fundraising initiatives, donor development, grants, sponsorships, special events, and community awareness efforts that strengthen and sustain KSRA services for the future.

Essential Duties and Responsibilities

Leadership & Administration

- Provide overall leadership, direction, and administration of KSRA operations, services, and personnel.
- Implement policies, goals, and strategic initiatives in partnership with the Board of Directors.
- Serve as the primary advisor and liaison between staff and the Board of Directors.
- Prepare reports, recommendations, and materials for Board and committee meetings.
- Foster a positive organizational culture focused on inclusion, accountability, teamwork, innovation, and communication.
- Ensure compliance with federal, state, and local laws, ADA requirements, and risk management standards.
- Serve as the agency FOIA Officer and oversee required organizational documentation and reporting.

Therapeutic Recreation & Program Oversight

- Oversee the planning, implementation, promotion, and evaluation of therapeutic recreation and inclusion programs for individuals with disabilities.
- Maintain knowledge of current therapeutic recreation trends, accessibility standards, inclusion practices, and adaptive programming techniques.
- Assess community recreation needs and identify opportunities for program growth and service expansion.
- Ensure programs are safe, engaging, inclusive, and responsive to participant and family needs.
- Support staff with participant accommodations, behavior management strategies, and program development.
- Assist with programs and participant support in a hands-on capacity when needed.

Staff Leadership & Organizational Development

- Recruit, supervise, mentor, and evaluate full-time, part-time, seasonal, and volunteer personnel.
- Establish clear expectations and maintain accountability for staff performance and customer service.
- Promote a culture that values teamwork, respect, collaboration, inclusion, and professionalism.
- Provide staff training, professional development, and leadership opportunities.
- Coordinate internship opportunities and partnerships with colleges and universities.

Financial Management & Fund Development

- Develop, administer, and monitor the agency's annual budget and financial operations.
- Ensure responsible stewardship of public resources and organizational assets.
- Prepare monthly and annual financial reports for the Board of Directors.
- Oversee purchasing, revenue tracking, registrations, internal controls, and financial procedures.
- Pursue grants, sponsorships, donations, partnerships, and alternative revenue opportunities.
- Work collaboratively with the Kishwaukee Special Recreation Foundation (KSRF) on fundraising campaigns, donor relations, special events, and community partnerships.
- Support long-term financial sustainability and strategic organizational growth initiatives.

Community Engagement & Partnerships

- Serve as KSRA's chief ambassador and advocate within the community.
- Build and maintain strong relationships with member park districts, schools, families, donors, civic organizations, and community stakeholders.
- Promote awareness of KSRA programs, inclusion services, and community impact through outreach and marketing efforts.
- Collaborate with local agencies and organizations to maximize resources and expand community partnerships.
- Support public relations, marketing, social media, and community communication initiatives.

Operations & Risk Management

- Oversee agency operations, transportation coordination, safety practices, and risk management procedures.
- Ensure compliance with safety standards, emergency procedures, and loss control initiatives.
- Maintain agency equipment, records, facilities, and operational systems.
- Participate in agency planning, policy development, and organizational assessments.
- Ensure proper recordkeeping and documentation for programs, personnel, and agency operations.

Qualifications

Education & Experience

- Bachelor's degree in Therapeutic Recreation, Recreation Administration, Parks & Recreation, Human Services, Special Education, Business Administration, or related field required.
- Master's degree preferred.
- Minimum of five (5) years of progressively responsible leadership experience in therapeutic recreation, inclusion services, or related field.
- Minimum of three (3) years of supervisory and administrative experience preferred.
- Experience with budgeting, strategic planning, organizational leadership, and community partnerships required.
- Experience with fundraising, grant writing, sponsorship development, donor relations, or nonprofit foundation collaboration strongly preferred.

Certifications

- Certified Therapeutic Recreation Specialist (CTRS) preferred.
- CPRP or related professional certification desirable.
- Valid Illinois Driver's License required.
- CPR/First Aid/AED certification preferred or ability to obtain.

Knowledge, Skills, and Abilities

- Strong understanding of therapeutic recreation philosophy, inclusion services, and disability support practices.
- Ability to lead and manage a small agency with multiple operational responsibilities.
- Strong organizational, financial management, and administrative skills.
- Excellent leadership, interpersonal, and communication abilities.
- Ability to work collaboratively with staff, families, member agencies, and community stakeholders.
- Ability to strategically expand services and assess community recreation needs.
- Knowledge of ADA accessibility standards and inclusive recreation practices.
- Strong public speaking, advocacy, and relationship-building skills.
- Ability to respond effectively during emergencies or stressful situations.
- Commitment to inclusion, accessibility, innovation, and community engagement.

Physical Requirements

- Ability to actively participate in programs, meetings, community events, and agency functions.
- Ability to lift, transport, and set up equipment and supplies as needed.
- Ability to assist participants and staff in program settings when necessary.
- Ability to work indoors and outdoors in varying environments and weather conditions.
- Ability to travel locally for meetings, programs, and community outreach activities.

Work Environment

Work is performed in office settings, recreation facilities, parks, schools, community locations, meetings, fundraising events, and program environments. Evening and weekend work may occasionally be required.

Equal Opportunity Statement

KSRA is an Equal Opportunity Employer committed to creating an inclusive environment for all employees, participants, volunteers, and community members.