



Senior Manager of Recreation

Northern Illinois Special Recreation Association (NISRA)

Contact Name: Patty Panas

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Closing Date: 2026-08-04

Salary: \$61,000-\$73,800

Description:

RESPONSIBILITIES:

To participate in the Association's overall purpose of providing leisure experiences in all areas of recreation to individuals with disabilities. Individuals served include all ages and ability levels. To work effectively with participants, staff, parents/guardians, park district and recreation department staff, teachers and others in the community. Under the supervision of the Superintendent of Recreation, the Senior Manager of Recreation is responsible for the supervision of four regional Coordinators, seasonal program development and implementation. Assists with the planning, organizing and budgeting of all weekly programs, special events, trips and adult social clubs. Fostering professional growth and development of regional coordinators. Works with other Senior Management team to manage operations of the Association's recreation department.

QUALIFICATIONS:

1. A Bachelor's Degree in Therapeutic Recreation, social work or a related field with five years of progressive full-time experience.
2. Current certifications as a Certified Therapeutic Recreation Specialist (or attained after one year) or Certified Parks & Recreation Professional (or attained one year after eligibility).
3. Must have extensive knowledge of recreation activities, program planning and possess leadership abilities in a variety of recreation areas with special populations.
4. Proficiency in behavior management techniques for children, teens and adults with disabilities.
5. Experience with staff supervision including recruitment, hiring, training, supervision and evaluation.
6. Must demonstrate strong interpersonal and communication skills.
7. Must be able to work independently and demonstrate the ability to solve complex issues.
8. Class "D" driver's license and certification by Handle With Care and First Aid/CPR/AED or obtainable upon hire.

ESSENTIAL FUNCTIONS:

1. Hire, train, supervise and evaluate four full-time Regional Coordinators.
2. Work cooperatively with coordinators to implement new program concepts and make adjustments to existing programs including seasonal Brochure development as needed.
3. Promote staff growth and development, providing support and/or disciplinary action as needed for supervisees.

4. Assist in the preparation of the Association's annual recreation budget and monitor monthly.
5. Provide leadership and direction in the development and implementation of performance goals for supervisees.
6. Act as the liaison for participant families to provide additional support as needed for successful participation in NISRA programs.
7. Active engagement in NISRA outreach services.
8. Provide program support and supervision as part of the weekly on-call rotation with the Association's Superintendent of Recreation, Senior Manager of Operations, and Senior Manager of Support Staff.
9. Work cooperatively with the Superintendent on implementation and management of RecTrac and ePACT.
10. Ability to perform strenuous activity to include but not limited to physical transfer of participants with physical limitations, participant protection measures, loading and unloading equipment, and vigorous recreation activities.
11. Develop and maintain a standardized process for program implementation.
12. Develop and implement annual performance goals for the assigned project areas.
13. Attend meetings, in-services, conferences and related workshops for continuing self-development through needed education.
14. Assist in maintaining the agency safety program. Be part of the safety committee and other committees as needed.
15. Promote the field of Therapeutic Recreation and related benefits to community organizations, park districts, school districts, businesses and community at large.
16. Be an active participant in the agencies' strategic planning process and implementation.
17. Actively display NISRA's values of Fun, Professional, Compassionate, Trustworthy and Innovative.
18. Active participation in NISRA Foundation events and other community events as needed.
19. On an as needed basis, provide leadership hours during program season.
20. Gather, load and transport and set-up equipment and supplies for activities.
21. Perform related duties as required.

Enriching the lives of people with disabilities through meaningful recreation experiences.

Please visit our website to apply: www.nisra.org

NISRA is an Equal Opportunity Employer.