



Recreation Coordinator – Camps, Outreach, & Special Events

Northeast DuPage Special Recreation Association

Contact Name: Colleen Cline
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Closing Date:
Salary: \$56,500 - \$60,000

Description:

Recreation Coordinator – Camps, Outreach, & Special Events

Join the team at Northeast DuPage Special Recreation Association (NEDSRA) as a **Recreation Coordinator**! We're seeking an enthusiastic and dedicated individual to oversee and coordinate inclusive recreation opportunities for individuals with disabilities. This role focuses on planning and leading seasonal camps, coordinating special events, and developing community outreach initiatives that connect participants and families with NEDSRA programs. If you're organized, creative, and passionate about creating meaningful experiences while working alongside a supportive team, we'd love to hear from you.

About NEDSRA:

NEDSRA is dedicated to creating a world of joy, inclusion, and empowerment through recreation. Our team is driven by a shared passion for making a real difference in the lives of individuals with special needs. Visit our website www.nedsra.org to learn more about our mission and values.

Position: Recreation Coordinator

Salary: \$56,500 - \$60,000
Closing Date: Until Filled

The Recreation Coordinator is directly responsible for the administrative planning, organization and supervision of a broad continuum of programs and services for youth and adults with various abilities residing within NEDSRA communities. The Recreation Coordinator coordinates and oversees programming areas cited above. This position is full-time and salaried, and hours may exceed 40 hours/week including evenings/weekends.

Essential Duties and Responsibilities

- Administrative duties for camps for youth with disabilities and special events including program development, evaluation, seasonal brochure development, and seasonal and annual fiscal year budgeting.
- Responsible for hiring and supervision of part-time camp staff.

- Recruitment and retention of youth participants for camp programming, including participant assessments, ongoing communication with parents, guardians, and related support services, and assessing behavioral needs in conjunction with the agency's Code of Conduct to provide a safe program environment.
- Primary assist for large agency events, including annual awards, fundraisers, and community offerings.
- Recruitment and oversight of volunteers for agency programs and events.
- Primary contact for Member Partner event assistance and liaison to pre-determined special education classrooms and teachers.
- Assist Superintendent of Recreation with Veterans Services (V.E.T.S).
- Direct leadership of various NEDSRA programs involving a wide variety of ability groups.
- Detailed written work, including lesson plans, program/staff evaluations, and Board reports.
- Develop documentation for program planning, program evaluations, safety inspections and incident reports.
- Drive agency vehicles for the purpose of transporting participants or other agency business.
- Assist with marketing efforts to enhance program offerings and community awareness.
- Liaison to pre-determined special education classrooms and teachers.
- Effectively work with member partner staff, consumers and all other stakeholders.
- Public presentations for promotion of services, increasing participation and expanding community awareness.
- Assist with agency fundraising efforts including events, grants, and community support.
- Actively support and promote a safe work environment and safe programs through adherence to all safety policies including, but not limited to, those pertaining to program leadership, driver policies, emergency procedure guidelines, crisis management procedures, accident/incident reporting procedures, drug-free workplace policy, and communicable disease policy.
- Serve on various internal Agency committees.
- Other duties as assigned.

Supervisory Responsibilities

- Coaching, mentoring, and supervision of support staff.
- Supervise patrons participating in agency programs and activities.
- Provide guidance, direction and feedback to support staff.
- Develop, promote and supervise a wide range of recreation programs

Qualifications

- A Bachelor's Degree from an accredited college or university in therapeutic recreation, recreation administration/management, education, or a related field.
- Preferred two years of experience working with individuals with special needs.
- Strong leadership and organizational skills.
- The ability to plan and implement creative and engaging recreation programs for youth and adults with special needs.
- Exceptional oral and written communication skills.
- Outstanding interpersonal skills to build meaningful relationships with participants, families, teachers, allied professionals, and the community.
- Proficiency in Microsoft Office and Outlook applications.
- A valid Illinois Driver's License.
- CTRS or CPRP is highly desired or applicable work experience

What we Offer

We believe that a happy, healthy team is a successful one. That's why we offer an array of benefits to support you in and out of the workplace, including:

- Comprehensive Medical Coverage (PPO or HMO)
- Prescription Coverage
- Dental Coverage
- Vision Reimbursement Program
- Life Insurance (Basic & Voluntary)
- Short- and Long-Term Disability (IMRF)
- Pension / Defined Benefit Plan (IMRF)
- Flexible Spending Accounts
- Paid Holidays, Vacation, Sick Time, and Discretionary Days

Apply Now:

Ready to embark on this exciting journey with us? The full job description and application are available (<https://www.nedsra.org/get-involved/employment/>).

Contact:

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