



Inclusion Services Supervisor

Elmhurst Park District

Contact Name: Jessica Marquez

Contact E-mail: jmarquez@epd.org

Contact Phone: 630-993-8922

Closing Date:

Salary: \$58,656-\$65,000

Description:

PLEASE APPLY AT: <https://elmhurstpark.bamboohr.com/careers/307?source=aWQ9MjQ%3D>

WHO WE ARE: The Elmhurst Park District, established in 1920 and located 16 miles west of Chicago, provides parks, recreation facilities and programs to meet our mission of enriching lives while having fun! We serve residents of the Elmhurst community as well as residents of neighboring towns! We are looking for someone to join our team and be part of an organization that values being community focused, providing customer service excellence, working with integrity, having fun, and fostering belonging! Someone who will help us achieve our vision of becoming a national leader in providing parks and recreation experiences to our community.

We have an exciting **FULL-TIME** job opportunity as **Inclusion Services Supervisor!**

WHAT YOU'LL DO: As Inclusion Services Supervisors, you'll develop and manage inclusion services for participants as needed. Responsibilities include but are not limited to:

- Recruit, hire, train and evaluate staff.
- Submit payroll and/or volunteer information accurately and in a timely manner.
- Prepare and monitor budget, and manage it within guidelines including accurate preparation and completion of financial paperwork.
- Conduct participant intakes to assess participant needs and develop individualized accommodation plans to ensure each participant's success and safety.
- Secure appropriate staff support based on participant needs and staff skillset, and create/secure necessary support tools.
- Communicate regularly with inclusion participants and guardians, program supervisors and staff to ensure a successful inclusion experience.
- Maintain up-to-date records of all reports, intakes, plans, meetings, observations/assessments, and other documentation.
- Develop and conduct training sessions for full-time, part-time and seasonal program staff on the inclusion process and best practices, ADA compliance, disability awareness, behavior management and crisis management.

WHAT YOU'LL BRING:

- Bachelor's degree in Parks and Recreation, Therapeutic Recreation or related field with 4 years experience in programming and 2 years supervisory experience
- Certified Therapeutic Recreation Specialist
- Valid IL Drivers License.
- Knowledge of theory and philosophy of recreation as well as knowledge of principles of leisure program leadership and development
- Proficiency in computer word-processing and spreadsheet applications.
- Proven problem-solving, communication, organizational, customer service and management skills.

WHEN YOU'LL WORK:

- Monday - Friday, 8:00am – 5:00pm. Due to the varying nature of the work, some nights and weekends as needed for programs and events.

WHAT YOU'LL GET:

- For internal equity and budgetary considerations, the anticipated starting range for this role is set at \$58,656 to \$65,000. This position is classified under Pay Grade 5, with a salary range of \$58,656 to \$82,123.

In exchange for your time and talent, we offer a generous benefit package, including:

- Defined contribution medical insurance plan (5 plan options)
- Dental insurance plan
- Vision insurance plan
- District paid life insurance
- Participation in IMRF (retirement, disability, death benefits)
- Vacation days, personal days, sick leave and 9 paid holidays!
- Sick bank leave, paid parental leave and paid bereavement leave
- Employee Assistance Program (EAP)
- Two deferred compensation programs (VOYA & Nationwide)
- Voluntary Supplemental insurance coverage for short-term disability, accident, hospitalization
- Flexible spending accounts for unreimbursed medical and dependent care
- Free family Courts Plus Membership and Pool Passes!
- Free/discounted District programs, merchandise and concessions
- Educational assistance/tuition reimbursement
- Professional organizational membership
- Values Recognition Program
- Service Awards Program
- Employee social activities
- Credit Union (Central Credit Union of Illinois)