



Youth Programs Supervisor

Lincolnway Special Recreation Association

Contact Name: Melissa Jensen
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Contact Phone: 815-320-3505
Closing Date:
Salary: \$47,000-59,000

Description:

+ Job Title and Overview

The Program Supervisor is responsible for planning, organizing, leading, maintaining and implementing all aspects of LWSRA's youth programs (ages 2-18) while understanding the confines of the LWSRA budget and assist in training staff and volunteers when needed. Must be able to exercise independent judgement and work well with the public as well as other employees.

+ Essential Job Functions

- Oversees the organization and coordination of recreation programs for youth including After School Care and Summer Camp.
- Responsible for planning, assisting with budgeting, assisting with staffing, and implementing a variety of youth programs.
- Provide leaders with detailed lesson plans and lead 2-3 programs each season. Provide direct supervision of leaders and aides.
- Complete credit card requests, board reports, and receipt submission in a timely manner.
- Attend meetings, conferences, related workshops and professional development opportunities.
- Other duties as assigned.

+ Education and Experience

- Bachelor's Degree in Therapeutic Recreation, Recreation, or a related field.
- 2-3 years experience in a Therapeutic Recreation setting.
- CPRP and or CTRS certifications desired.
- Must have good written and oral communication, budget experience, and problem solving skills.

+ Compensation and Benefits Salary Range:

- \$47,398-\$59,113
- Health insurance, dental, vision included with an option to add an Aflac supplement IMRF retirement fund

Please submit Cover Letter and Resume to mjensen@lwsra.org