



Inclusion Coordinator

Maine-Niles Association of Special Recreation (M-NASR)

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Closing Date:

Salary: \$63,000-\$69,000

Description:

Inclusion Coordinator

Maine-Niles Association of Special Recreation (M-NASR)

M-NASR is seeking a forward-thinking, energetic, and collaborative professional with disability experience and strong organizational and communication skills to join our Inclusion Department. This dynamic role works directly with member agencies to provide inclusive accommodations for individuals with disabilities while leading a team of part-time Program Inclusion Assistants.

This position advocates for community access, provides direct participant support, and represents M-NASR within the community—offering the opportunity to make a meaningful and lasting impact.

About M-NASR

Located just north of Chicago, the Maine-Niles Association of Special Recreation (M-NASR) has been providing recreational programs and services for individuals with disabilities since 1972. Today, M-NASR serves more than 1,300 children and adults through over 600 programs, trips, and special events annually across seven member agencies:

- Des Plaines Park District
- Golf Maine Park District
- Morton Grove Park District
- Niles Park District
- Park Ridge Park District
- Skokie Park District
- Village of Lincolnwood Parks & Recreation

M-NASR is proud to be a **Distinguished Agency Accredited** organization, reflecting our commitment to excellence, accountability, and high-quality service delivery. The Inclusion Department is led by a Superintendent with **22 years of professional experience in the field of Therapeutic Recreation**, providing strong leadership, mentorship, and a collaborative team environment.

Compensation & Benefits

M-NASR offers a competitive salary range of **\$63,000–\$69,000**, commensurate with experience. Employees also receive a comprehensive benefits package, including:

- Medical, dental, and vision insurance
- Generous paid time off including vacation, sick, and personal time
- Free personal fitness membership at one of M-NASR's seven member agencies
- Opportunity for one remote workday per week
- Illinois Municipal Retirement Fund (IMRF) pension
- Optional 457 deferred compensation plan

Essential Job Functions

Under the supervision of the Inclusion Manager, this position will collaborate as part of a team to coordinate, supervise, implement, and evaluate M-NASR's inclusion services.

Key responsibilities include:

1. Serve as the direct liaison for the inclusion process for 2–3 member agencies/park districts, including:
 - Receiving, responding to, and managing inclusion requests
 - Conducting on-site observations
 - Providing adaptations, behavior management tools, and resources
 - Recruiting, hiring, orienting, training, evaluating, and supervising Program Inclusion Assistants
 - Managing staffing assignments
 - Providing inclusion-related training for park district staff
 - Supervising Member District Liaisons during the summer
2. Oversee meetings with member agency staff and inclusion families; troubleshoot and resolve inclusion-related challenges.
3. Communicate regularly with assigned member agencies and assist with curriculum and educational implementation, including participation in coordinator and superintendent meetings.
4. Interview candidates for part-time Program Inclusion Assistant positions as needed, primarily seasonal summer staff.
5. Assist with the training of all part-time Program Inclusion Assistants.
6. Review, approve, and submit bi-weekly payroll for part-time inclusion staff in assigned areas.
7. Assist the Inclusion Manager and Human Resources Manager with recruitment of part-time staff as requested.
8. Participate in on-call rotation and assist with coverage of the inclusion on-call phone.
9. Provide weekly updates to the Inclusion Manager regarding participant needs, staff performance, issues, and progress.
10. Perform additional duties as assigned by the immediate supervisor.

Qualifications

For full qualification requirements, please refer to the complete job description available online.

How to Apply

To view the full job description and apply online, please visit:

<https://mnasr.org/employment/>

Maine-Niles Association of Special Recreation is an equal opportunity employer and values diversity, equity, inclusion, and accessibility in all aspects of employment and service delivery.