



Recreation Program Coordinator

Northern Illinois Special Recreation Association (NISRA)

Contact Name: Patty Panas

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Closing Date:

Salary: \$45,000.00 - \$54,000.00

Description:



NISRA

Northern Illinois
Special Recreation Association

POSITION TITLE: Recreation Program Coordinator

REPORTS TO: Senior Manager of Recreation

FLSA STATUS: Full-Time Exempt

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 Senior Manager of Recreation, the Recreation Program Coordinator is responsible for assigned weekly programs, special events, trips as well as coordination of specialty programs and projects. The Recreation Program Coordinator also provides direct program leadership to assigned seasonal programs,

overnight trips and special events.

QUALIFICATIONS:

1. A Bachelor's Degree in Therapeutic Recreation or a related field.
2. Current certification as a Certified Therapeutic Recreation Specialist (or attained within the first year of employment) or Certified Park and Recreation Professional (or attained within the first year of eligibility).
3. Must have an extensive knowledge of recreation activities, program planning and possess leadership abilities in a variety of recreation areas with special populations.
4. Must demonstrate strong interpersonal and communication skills.
5. Class "D" driver's license, and certification by Handle With Care and First Aid/CPR/AED or obtainable upon hire.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinate NISRA's weekly programs, social clubs, trips, and other assigned program areas.
2. Work cooperatively with supervisor to implement new program concepts and make adjustments to existing programs as needed.
3. Plan, budget, implement, evaluate and revise assigned programs.
4. Develop and maintain professional relationships with families, member district and service organizations and collaborators.
 - A. Attending member district and other community meetings.
1. Market programs to increase program participation by such means as flyers, emails, phone calls and presentations, as necessary.
2. Assist in the preparation of the Association's annual recreation budget and monitor on a monthly basis.
3. Increase awareness of NISRAs' programs through outreach efforts.
4. Must have valid driver's license and complete NISRA driving / transportation training in order to transport participants to and from programs using activity buses and accessible buses.
5. Actively display NISRA's values of Fun, Professional, Compassionate, Trustworthy and Innovative.
6. Active participation in NISRA Foundation events, and other community events as needed.
7. Lead and assist programs approximately 10-18 hr. a week, including seasonal programs special events and on overnight trips.
8. Develop and implement annual performance goals for the assigned project areas.
9. Attend meetings, in-services, conferences and related workshops for continuing self-development through needed education.
10. Assist in maintaining the agency safety program.
11. Gather, load, transport and set-up equipment and supplies for activities.
12. 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.
13. Provide physical assistance and personal care to participants as needed (i.e., transferring individuals, pushing participants who use wheelchairs, securing/tying down wheelchairs in agency vehicles, assisting with activities of daily living).
14. Be an active participant in the agencies strategic planning process and implementation.
15. Promote the field of Therapeutic Recreation and related benefits to community organizations, park districts, school districts, businesses and community at large.
16. Perform related duties as required.

NISRA is an Equal Opportunity Employer which has been, and will continue to be, a fundamental principle at the agency, which bases employment upon personal capabilities and qualifications without

discrimination because of an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), age, national origin, citizenship status, work authorization status, ancestry, marital status, veteran status, disability, association with a person with a disability, sexual orientation, genetic information, unfavorable discharge from military service or military status, civil union partnership, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other protected characteristic as established by law.