



Recreation Specialist

Southeast Association for Special Parks and Recreation (SEASPAR)

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Closing Date:

Salary: \$19-21 per hour

Description:

Are you looking for a job with a purpose working with individuals with disabilities? Look no further than SEASPAR!

We are a special recreation association, which is like a park district just for people with disabilities. We serve thirteen communities in eastern DuPage and southern Cook counties, and our home base is in Downers Grove. SEASPAR offers year-round programming for all ages and all disabilities, including: weekly social, artistic, cultural, and fitness programs; special events and trips; Special Olympics training; adapted sports; multi-sensory rooms; and much more!

SEASPAR is currently seeking an energetic, dependable, and flexible candidate for our Recreation Specialist position, which is responsible for leading and supporting SEASPAR programs and services.

This is a non-exempt, permanent part-time position located at the SEASPAR office, 4500 Belmont Road, Downers Grove.

Interested? Read on for position details, then apply below to become a member of Team SEASPAR today!

Summary:

The SEASPAR Recreation Specialist is a program-focused position responsible for leading and supporting SEASPAR recreation programs and services. The primary focus of this position is direct program leadership, driving participants and staff during program outings, and participant support. The Recreation Specialist will be assigned seasonal programs alongside EAGLES and Inclusion shifts. The position also supports SEASPAR's Aktion Club.

Position Qualifications:

- High School Diploma required; college degree preferred.
- Two years direct experience working with individuals with disabilities preferred.
- Valid Driver's License, CPR/First Aid, CPI/Conflict Resolution. Must have these certifications or be able to obtain within six months.
- 21 years of age or older and able to perform the job functions independently of others.

- Availability to work a flexible schedule that includes evenings and weekends.
- Ability and willingness to lead programs, drive SEASPAR vehicles when assigned, and provide dependable coverage across a variety of program areas.

Key Responsibilities:

- Spend at least 50% of scheduled time in direct program leadership or assistance across SEASPAR programs, special events, inclusion, EAGLES, Aktion Club and other assigned programs. During in-season times, direct program assignments should be prioritized whenever possible.
- Lead and assist assigned programs independently and serve as a leader/driver when assigned, including weekday, evening, weekend, trips, Special Olympics, and special events.
- Sub for program staff when needed and provide dependable coverage for call-offs, vacancies, or other staffing needs within the scope of the position.
- Use office time primarily for preparation and follow-up directly connected to assigned programs. Including, but not limited to, gathering supplies, preparing activities, creating participant supports, organizing equipment, and completing required program documentation.
- Develop and maintain lesson plans for assigned programs.
- Support Aktion Club as assigned, including preparation and implementation of activities, outings, community support projects, fundraising efforts, special events, and transportation.
- Attend required trainings, in-services, program specific meetings when directly related to assigned responsibilities.
- Successfully work with full-time staff and part-time staff, volunteers, parents/guardians, community partners, member entity staff, and individuals with disabilities.
- Provide direction and delegate responsibilities to program staff and volunteers during assigned programs.
- Understand the individual needs, abilities, medical considerations, and support strategies of participants and provide appropriate support in all situations.
- Ensure safety factors relative to program and participant needs.
- Know and use proper disciplinary techniques; provide behavior management when necessary.
- Be available to listen to parental concerns and answer questions on behalf of SEASPAR or refer questions to administrative staff.
- Ensure that the facility/program site as well as any equipment is properly maintained.
- Read, understand, and abide by all SEASPAR policies and procedures.
- Regular and predictable on-site attendance.
- Perform other job-related duties as assigned.

Marginal Responsibilities:

- Be dependable and punctual.
- Motivate staff and participants to initiate success. Be flexible to change when considering their needs.
- Act as an advocate for the participants when necessary.
- Provide behavior management when necessary.
- Encourage participation and development of friendships with other participants in the program.
- Lift, transport, and set up equipment if necessary.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Worker Traits: Demonstration of enthusiasm, strong interpersonal skills, communication skills, and the ability to work effectively with people with disabilities, SEASPAR staff, SEASPAR member entity staff, parents/guardians, participants, school personnel, and community groups, as well as members of the general public.

- **Safety and Security:** Use good safety awareness and judgment and follow SEASPAR policies at all times; report potentially unsafe conditions; use equipment following manufacturer safety instructions; follow agency ergonomic policies and procedures.
- **Problem Solving:** Identify and appropriately resolve problems in a timely manner; gather and analyze information skillfully, develop alternative solutions; work well in group problem solving situations; use reason even when dealing with emotional topics.
- **Interpersonal Skills:** Apply appropriate conflict management skills; maintain confidentiality; listen to others without interrupting; keep emotions under control; remain open to others' ideas; try new things.
- **Oral Communication/Language Skills:** Speak clearly and effectively in all situations; listen and ask for clarification from supervisor if needed; respond appropriately to questions; read and interpret all necessary agency documents.
- **Written Communication:** Write clearly and informatively; edit work for spelling and grammar; be able to interpret written information; present clear, legible handwriting for all SEASPAR forms and documents.
- **Judgment/Reasoning Ability:** Exhibit sound and accurate judgment when making all program-related decisions; include appropriate people in the decision-making process.
- **Professionalism:** Approach others in a tactful manner and react well under pressure; treat others with respect and consideration; accept responsibility for own actions; follow through on commitments.
- **Adaptability:** Adapt to changes in the work environment; manage competing demands; change approach or method as necessary; deal with occasional changes, delays, unexpected events, or program cancellations.
- **Attendance/Punctuality:** Demonstrate consistent attendance and on-time arrival; ensure responsibilities are covered when absent; arrive at meetings, in-services, and trainings on time.
- **Dependability:** Follow instructions, respond to management direction; take responsibility for own actions; keep commitments; commit to long hours of work when necessary; complete tasks on time.
- **Leadership:** Lead participants to have successful recreation experiences; demonstrate positive interactions with other staff members, individuals with disabilities, and parents/guardians; enlist the support of others to accomplish a common task.
- **Adaptability:** Adapt activities based on the skill level and needs of each participant to encourage appropriate participation on a regular basis.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is required to stand and walk. The employee must occasionally lift and/or transfer up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

SEASPAR 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.

Applicants requiring a **reasonable accommodation** to participate in the hiring process may contact HR at HRTeam@seaspar.org

Apply Today at: Recreation Specialist - Downers Grove, IL - Seaspar Jobs