Recreation Specialist for Youth and Teens

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

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Closing Date:
Salary: $55,000-$61,500

Description:
Recreation Specialist for Youth and Teens
Accountability: Program Manager
FLSA Status: Exempt. The Recreation Specialist is a full-time employee with hours that fluctuate to accommodate evening or weekend programs and meetings.

Hiring Pay Range: $55,000 - $61,500 (Depending on Qualifications)

The Youth/Teen Recreation Specialist, under the direction of the Program Manager, is responsible for the implementation of leisure services for individuals with disabilities from child to adult. This position has an area of focus with the youth and teen programming but may work with individuals with a variety of disabilities. This position requires the application of specialized therapeutic training to formulate and administer a broad recreation delivery of services for individuals with disabilities without exclusion.

Qualifications: Bachelor's Degree plus knowledge and/or training in therapeutic recreation, special education, adaptive physical education or a related field. Knowledge of the recreational needs of persons with a disability without exclusion. Ability to complete NCTRC (National Council for Therapeutic Recreation Certification) or comparable certification within six (6) months of employment desired in addition to First Aid/CPR, AED and other certifications as required. A valid Illinois class "D" Driver's License is required.

Essential Functions:

1. Plan, conduct, oversee, implement, and evaluate and/or assist recreation programs for individuals with disabilities. This includes but is not limited to implementation of lesson plans, adaptions, behavior management strategies and documentation including but not limited to budgeting, program evaluations and incident reports.
2. Provide supervision of overall program, assisting staff, and participants. Participant supervision may include lifting and transferring, feeding, and other personal care. Provide physical and emotional support to children and adult with disabilities.

3. Safely transport participants of varying ages and abilities using agency vehicles.
4. Assist with agency-wide and Foundation events.
5. Advocate for community access to recreation for individuals with disabilities.
6. Represent M-NASR through attendance at community meetings and functions, and address schools, parents, participants, Member Agencies and/or other service groups.
7. Adhere to all agency policy, procedure, and safety manuals by exhibiting a working knowledge of general and department specific rules and operations.
8. Provide timely response to communication.
9. Utilization of computer software and specific databases, specifically Microsoft Office and RecTrac.

Job Specific Essential Functions:

1. Assess needs and plan all programming in assigned area including budgeting, program development and brochure write-ups.
2. Assist in training and orientation of support staff, direct supervision of support staff in programs.
3. Assist in oversight and implementation of summer day camp program.
4. Oversight of after school care program.
5. Other agency related responsibilities as assigned by Supervisor, Superintendent or Executive Director.
6. Supervise a M-NASR summer camp site.
7. Assist with recruitment, hiring, orientation, and training of camp staff.
8. Manage and communicate camp staff and camper needs with Program Manager.
9. Supervise camp site directors and camp counselors at assigned campsite.
10. Assist with proofing biweekly payroll timesheets for part-time day camp staff.
11. Assist with evaluation process for camp staff at assigned campsite.

Marginal Functions:

1. Drive agency or personal vehicle to daily programs, seasonal special events or away trips.
2. Attending meetings for state or local organizations
3. Deliver seasonal brochures and other flyers to member district facilities.

Safety Considerations:

1. Staff will comply with all M-NASR Safety Policies and Procedures and carry out all tasks in a safe manner.
2. Attendance at various safety in-services will be required.

Psychological Considerations:

1. Must be able to respond to needs of individuals with disabilities.
2. Must be able to work under stressful conditions.
3. Must demonstrate adequate leadership qualities.
4. Must be willing to work as part of a team.
5. Must be confident when presenting to a group at orientations and trainings.

Physiological Considerations:

1. Must be able to lift and transfer participants or equipment safely.

Environmental Considerations:

1. May be exposed to extreme weather conditions (i.e. during damp seasons, rain, snow and heat).

2. May be exposed to elements when driving to meetings/programs or when assisting in outdoor functions.
3. May be exposed to hazardous vegetation (i.e. poison ivy) during activities.
4. May work with flammable material.

Cognitive Considerations:

1. Must exhibit good problem-solving ability and good judgment in keeping with the mission of M-NASR
2. Must be able to demonstrate good safety awareness and judgment.
3. Must be able to follow rules and directions.
4. Read and understand large volumes of electronic or non-electronic paperwork.
5. Must be able to communicate effectively.

Essential Physical Capabilities:

1. Prolonged periods of sitting, standing, bending, stooping, and walking.
2. Ability to closely supervise individuals with disabilities.
3. Operating a passenger vehicle.
4. Capable of lifting, pushing, pulling, and carrying items weighing 20-50 pounds with mechanical assistance or team lift.