



Inclusion Manager

Western DuPage Special Recreation Association (WDSRA)

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Closing Date: 2022-02-01

Salary: \$64,700-\$70,300

Description:

WDSRA is seeking an enthusiastic, self-motivated and collaborative individual who is passionate about inclusion to lead a dynamic team of professionals in providing high quality services throughout our nine member park districts. In addition to oversight and direction of the inclusion area, the Inclusion Manager will lead the agency's training task force for seasonal staff and volunteers. Candidates must possess knowledge of the ADA as it relates to reasonable accommodations, strong disability knowledge, as well as behavior management and staff training skills.

To apply, go to <https://www.wdsra.com/employment-volunteers/>. Excellent benefits package available.

ESSENTIAL JOB FUNCTIONS

- Interview, hire, orientate and discipline Inclusion team staff.
- Supervise Inclusion team staff by: managing workloads; monitoring staff's performance with continual feedback and regular performance reviews; promoting staff growth and development; and providing training and support as needed.
- Provide oversight, direction, and set service standards for inclusion program service area.
- Oversee approval of inclusion timesheets for payroll processing to ensure accuracy of member district inclusion billing. Create inclusion related budgets and monitor financial activity.
- Act as agency expert on ADA regulations and Behavior Management. Follow-up on all incidents reported in an inclusion program.
- Provide specialty training to seasonal inclusion staff and member district staff in areas of ADA compliance, behavior management and handle with care crisis management techniques.
- Lead Training Task Force to ensure appropriate resources are engaged and staff receive the necessary training to provide quality services.
- Develop and maintain relationships with member district staff to facilitate inclusion services. Network with other SRAs to assess trends and further inclusion efforts.
- Fill the role of Head Instructor, Assistant, Driver, or Inclusion staff as needed in programs by executing established lesson plans, encouraging participant engagement and ensuring participant safety. Monitor after-hours/weekend phone and respond to on-call situations as needed.
- Perform other duties as assigned.

- Fulfill your job duties in line with agency policies, mission, vision, core values and cultural expectations.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrate extensive knowledge of inclusion/the inclusion process and administration of inclusion programs including budget development and monitoring fiscal activities
- Extensive knowledge and experience of various disabilities and best practices in supporting individuals who have special needs
- Possess working knowledge of the ADA as it relates to providing reasonable accommodations in park district programs
- Demonstrate knowledge and expertise in behavior and classroom management skills
- Possess excellent interpersonal skills and demonstrate an ability to work cooperatively and collaboratively with stakeholders
- Create thorough training sessions and demonstrate strong public speaking skills during their presentation
- Ability to direct and supervise full-time and seasonal staff
- Demonstrate fiscal ability through creation of area budget and monitoring fiscal activity
- Strong written and verbal communication skills
- Excellent time management and organizational skills to enable working in a fast-paced and sometimes stressful environment managing multiple priorities, tasks and/or interruptions and meet established deadlines
- Possess creative problem-solving and independent judgement skills
- Ability to adapt to changes in all aspects of the job
- Ability to accommodate evening and weekend programs, presentations or meetings and to serve in a weekend on call position 4-6 times per year
- Knowledgeable and comfortable working in databases and proficient with Microsoft Office Suite or related software
- Prolonged use of office equipment, computer and phone on a daily basis
- Ability to maintain confidentiality and handle confidential information discreetly
- Ability to safely lift up to 40 pounds- over 40 pounds requires two people or mechanical assistance
- Possession of a valid Illinois Class "D" driver's license to drive personal and agency vehicles to/from programs, between program sites and for general transportation of participants, supplies and equipment
- Supervise program participants including behavior management, transferring, personal care and other skills necessary for overall independence and participation

QUALIFICATIONS

- Bachelor's degree from an accredited college or university based on a major in Therapeutic Recreation or related field
- A minimum of five (5) years of experience working with individuals with special needs
- A minimum of four (4) years of inclusion experience
- A minimum of three (3) years of supervisory experience
- A Certified Therapeutic Recreation Specialist (CTRS) and/or Certified Park and Recreation Professional (CPRP) or the ability to obtain