



## **Program Supervisor**

Western DuPage Special Recreation Association (WDSRA)

**Contact Name:** Gail Bettcher

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**Contact Phone:** 6306810962

**Closing Date:** 2022-02-07

**Salary:** \$40,000, commensurate with experience

### **Description:**

WDSRA is seeking a highly motivated, creative, and experienced professional to complement our fast-paced program team. Program Supervisors stand at the heart of our camp, social, cultural art, and special event programs and services for children and adults with disabilities. Supervisors are responsible for developing and creating new cutting-edge programs based on current Therapeutic Recreation trends and community needs, as well as planning assessing, planning, implementing, and evaluating current core program offerings. WDSRA as the destination for therapeutic recreation in a community setting.

To apply, go to [www.wdsra.com/employment-volunteers](http://www.wdsra.com/employment-volunteers). Excellent benefits package available.

### **ESSENTIAL JOB FUNCTIONS**

- Develop relationships with community partners, research current trends and prepare lesson plans with effective and measurable objectives to create innovative year round therapeutic recreational programming.
- Collaborate with parents, teachers and school districts to facilitate, implement and evaluate well organized and successful camp experiences.
- Assess participant's specific needs and create individualized behavior plans to help make every participant successful in each program.
- Orient, train, mentor and evaluate camp staff and volunteers. Assist with training, supporting and monitoring of seasonal staff's performance through specific program oversight. Secure and monitor contracted specialty instructors as needed.
- Input specific program details into registration system to facilitate seasonal brochure development and participant enrollment.
- Prepare program specific budgets for manager's approval and keep records of all expenditures within set budget limits.
- 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

- Demonstrated experience working with individuals with various disabilities
- Ability to maintain up-to-date knowledge of best practices in Therapeutic Recreation
- Ability to assess, select and adapt trends in recreation to the SRA population
- Oversee, coach, and mentor seasonal staff working in programs
- Ability to maintain confidentiality
- Strong professional communication skill, both orally and in writing, to various audiences
- 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
- Ability to accommodate evening and weekend programs, presentations, on-call duty, or meetings
- Ability to use and/or learn database, communication, and other technology systems used at WDSRA
- Routine use of office equipment (i.e. phone, computer, copier, postage machine, shredder, etc.)
- Ability to safely lift 40 pounds - over 40 pounds requires a two person lift 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 closely related field.
- A minimum of two (2) years coordinating programs for individuals with disabilities.
- A certified Therapeutic Recreation Specialist (CTRS) and/or Certified Park and Recreation Professional (CPRP) or the ability to obtain.