



Kishwaukee Special Recreation Association Program Supervisor Position Description

JOB IDENTIFICATION:

JOB TITLE:

Program Supervisor

DEPARTMENT:

Special Recreation

HOURLY:

This position receives an hourly rate of pay and is assigned to work less than 1,000 hours from the employees start date to the employee's anniversary date and less than 29 hours a week.

SALARY/SALARY RANGE:

NA

FLSA:

Non Exempt

BENEFITS:

NA

SUPERVISORY RELATIONSHIPS:

DIRECTLY REPORTS TO:

Executive Director

RESPONSIBLE FOR DIRECTLY SUPERVISING:

Support staff and participants attending activity.

JOB PURPOSE:

To assist in the planning and implementation of KSRA's seasonal recreation programs for people with disabilities & assisting participants in structured, fun and safe activities.

POSITION QUALIFICATIONS:

Qualifications:

1. Bachelor or Associate degree in Therapeutic Recreation or related field preferred and/or at least three (3) years of special population life experience.

2. Knowledge or proven experience with children and /or adults with disabilities in community recreation or education field will be considered.
3. Must have the ability and knowledge to plan, supervise, implement, and evaluate therapeutic recreation programs.
4. Must possess leadership skills, and strong oral/written communications.
5. The Program Supervisor will have experience or ability to lead and coordinate other seasonal staff and volunteers.
6. The Program Supervisor must demonstrate dependability, promptness and punctuality.
7. Be able to maintain a professional attitude when working with staff, parents and /or community contacts.
8. Successful completion of a criminal background check.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Program Supervisors must, with or without reasonable accommodations, be able to perform the following functions:

1. Demonstrate professional attitude and quality customer service towards participants, parents, staff and general public as a representative of KSRA.
2. Communicate regularly with KSRA Executive Director regarding any program related concerns.
3. Be predictable and have reliable attendance.
4. Arrive at program site 30 minutes before scheduled activity and be prepared to stay after program for clean-up and parent pick-up.
5. Work collaboratively with co-workers.
6. Get to and from designated points at a program site quickly and without hesitation.
7. Communicate clearly with small or large groups of people, emergency personnel, agency staff, affiliated agencies, and participant families.
8. Receive, review, and respond to written material whether by mail, facsimile, or email.
9. Solve complex problems arising from program mishaps or interactions with agency employees/volunteers or clients.
10. Actively lead the program showing initiative and contributing ideas to promote an example to staff, volunteers, and participants.
11. Oversee supervision of participants, instruction of program activity and provide individual care and behavior management as needed.

12. Notify KSRA Executive Director immediately of any illness or injury that conflicts with program responsibilities and/or attendance.
13. Adhere to all KSRA guidelines for employment including policies, procedures, health and safety.
14. Attend annual Orientation and confirm with the KSRA Executive Director one week prior to start of program season for each program you are assigned.
15. Conduct role-playing trainings and meetings before and after the programs.
16. Attend required staff meetings, orientations, and training sessions.
17. Complete all program folders, necessary documentation, financial records, and paperwork as assigned by the Executive Director.
18. Supervise, plan, implement, lead and evaluate assigned programs (Program and activity planning)
19. Gather, pick up, purchase and return the program equipment, supplies, and food.
20. Read, understand, enforce, and abide by all KSRA staff policies and procedures.
21. Perform related duties as required.

COMPETENCIES:

COLLABORATION:

Promotes and supports work teams and groups

RELIABILITY:

Performs responsibilities dependably and accurately, fulfills promised actions. Follows safe practices in accomplishing work and adheres to agency policies and procedures.

RESPONSIVENESS:

Focuses on the participant, willingly helps others and provides prompt service.

ASSURANCE:

Conveys trust and inspires confidence.

EMPATHY:

Deals with individuals, appreciates their differences, handles emotions and shows compassion for others.

SELF CONFIDENCE:

Recognizes the contributions of others and is conscious of own limits and abilities.

INTIATIVE:

Begins and follows through energetically with plans and tasks.

COMMUNICATION:

Shares information, listens to what others are saying. Interpersonal skills necessary in order to deal effectively with a wide variety of internal and external conflicts.

ADAPTABILITY:

Manages change, projects, time, resources, and works well under stress.

DECISIVENESS:

Makes decisions and solves complex problems.

PHYSICAL DEMANDS:**PHYSICAL EFFORT:**

Program Assistant must, with or without reasonable accommodations, be able to perform the following functions:

1. Gather, load, transport and set-up equipment and supplies for activities.
2. Supervise individuals, including at times the use of physical restraints.
3. Physically assist individuals in wheelchairs by pushing, pulling or providing stabilization on unknown terrain.
4. Physically transfer individuals from wheelchair to chair, into and out of vehicles, from pool deck into pool, in washroom facilities, etc. up to 300 lbs. with assistance.
5. Lift and carry items up to 50 lbs. for a distance of 300 feet.
6. Active participation in programs.

WORKING CONDITIONS:

The employee may be exposed to outdoor elements. These conditions include lightning and temperature.