

**Kishwaukee Special Recreation Association**  
**Therapeutic Recreation Program Coordinator Job Description**  
(Updated August 2022)

**JOB IDENTIFICATION:**

**JOB TITLE:**

Therapeutic Recreation Program Coordinator

**SALARY/SALARY RANGE:**

This is a Full -Time salaried position with a range of \$ \$40,000 – 43,000.

**FLSA:**

Exempt

**BENEFITS:**

Complete medical/life/vision and dental package; vacation, holidays, personal and sick days; IMRF pension plan, NCTRC annual maintenance, IPRA and ATRA Membership, continuing education, and certain Member District leisure benefits.

**SUPERVISORY RELATIONSHIPS:**

**DIRECTLY REPORTS TO:**

KSRA Executive Director

**RESPONSIBLE FOR DIRECTLY SUPERVISING:**

Part-Time Staff, Volunteers, Camp Counselors, Interns, Field Work Students

**JOB PURPOSE:**

Responsible for the interviewing, training, and orientating, supervising and managing agency part-time staff, including Volunteers, Interns, Program Leaders and Assistants to work with individuals with varying abilities participating in recreation programs and services within the Kishwaukee Special Recreation Association (KSRA) and the member districts. Responsible for maintaining part-time staff records including statistics and preparing monthly and quarterly board reports. Coordinates staffing for all programs, secures subs for programs, assist with part-time staff recruitment and the proofing of part-time staff payroll. Represent KSRA at meetings, support community access to recreation for individuals with disabilities and advocate for the development of recreation programs for everyone. To assist with the coordination of all aspects of the General, Camp, and Inclusion programming for individuals with varying abilities.

To support the Inclusion process for individuals with varying abilities participating in recreation programs and services within the member districts, in cooperation with the member district staff, the participants and parents/guardians. To assist the Executive Director with in-service training for member district staff and KSRA staff regarding Inclusion and ADA.

## **POSITION QUALIFICATIONS:**

1. Graduate from accredited college or university with a BA/BS degree in Therapeutic Recreation, Parks and Recreation, or related field of study.
2. Current National Council on Therapeutic Recreation Certification (NCTRC) or obtain certification within one (1) year from hire date.
3. Must have knowledge of and ability to confidently work effectively with individuals with different abilities.
4. Must have a minimum of one year of full-time or part -time experience with children and adults with various disabilities.
5. Demonstrate knowledge of disabling conditions, and experience in planning and implementation of a wide range of recreation programs for people with disabilities.
6. Ability to assess, plan, develop, implement, and evaluate Therapeutic Recreation programs of all types.
7. Strong interpersonal skills and the ability to effectively communicate with full-time staff, student interns, part-time staff, volunteers, parents/guardians, participants, park district and school district personnel, as well as members of the general public.
8. Experience in the supervision, training, and evaluation of part time employees with a supervisory style that includes well-developed organizational skills.
9. Must demonstrate strong leadership qualities, confidence, maturity, flexibility, and professionalism.
10. Knowledge of current standards of professional practice and ability to apply these standards to daily work.
11. Strong communication skills in the oral and written format is required.
12. Work independently, solve simple to complex problems, demonstrate dependability, promptness, punctuality, and convey a positive attitude to others.
13. Working knowledge of computer skills: Office, Word, Excel, and Outlook.
14. Ability to engage in activities requiring physical exertion. Ability to perform required duties under stressful situations without supervision.
15. First Aid/CPR/AED and safe physical restraint program certification required.
16. Ability to drive agency vehicles based on driver's abstract.
17. Must pass the pre-employment drug testing, physical and criminal background check.

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

### ***AGENCY OPERATIONS AND ADMINISTRATION***

1. Select, recommend, and inventory supplies and equipment, which are associated with areas of supervision and responsibilities through inventorying, cleaning, inspection, and re-stocking equipment.

2. Utilize established purchasing procedures for purchasing, price quotes, formal bids and vendors for supplies, equipment, and services.
3. Perform other duties related to the duties of the Therapeutic Recreation Program Coordinator, or duties in the best interest of the Association.
4. Effectively use cell phones, computers, computer software, tablets, and the Internet for the performance of job assignments.
5. Provide input to Executive Director related to determining goals, budgets, supply and equipment needs, risk management resources, productivity and efficiency systems, and staff development activities that may affect the Association's overall financial resources development.
6. Maintain all required certifications.
7. Actively participate in assigned team meetings, individual/supervision meetings, planning or other agency meetings.
8. Drive an agency or personal vehicle to all work-related events, programs and/or meetings as required.
9. Prepare, receive, and understand written material, whether by mail, facsimile, text, or e-mail and quickly respond to phone calls, voicemails, and written materials.
10. Solve complex problems and work efficiently and effectively under pressure and meet all deadlines for all projects, assignments, and events.
11. Participate regularly in continuing education opportunities, in-house in-services, state and national opportunities as appropriate to increase awareness and knowledge, and to develop new skills and techniques.
12. Maintain a neat work area with easily accessible information in a logical filing system.

### ***COMMUNICATION AND OUTREACH***

13. Develop and maintain effective communications with special education teachers, social service workers, volunteers, part-time staff, community members, parents, member district staff, and agency personnel.
14. Represent KSRA at support group meetings related to the disability groups served by the Association, gather program suggestions, and build awareness of Association services.
15. Provide physical and emotional support to both children and adults with disabilities when working and participating in activities requiring assistance. Must be able to respond to the needs of individuals with disabilities.
16. Communicate effectively with small and large groups of people by providing information and assistance to member district staff, community groups, staff, parents, and participants through presentations, speaking opportunities, and training.
17. Treat public complaints and concerns with the utmost attention. Is courteous in all cases.

## ***POSITION SPECIFIC RESPONSIBILITIES***

18. Demonstrate an understanding of the Inclusion process and work closely with the inclusion team to support individuals with disabilities in the least restrictive environment and the most inclusive setting.
19. Responsible for all the Inclusion services for the assigned member districts including before and after school care, preschool, weekly programs, special events, trips and summer day camp.
20. Responsible for responding to Inclusion requests, observation of programs, recruiting, hiring, supervising, training, and evaluating inclusion staff, interpreters, and volunteers.
21. Conduct Inclusion site visits at the assigned member districts.
22. Complete observations, assessments and follow up with the necessary paperwork, phone calls, and debriefing after each observation.
23. Provide training of inclusion staff with the inclusion placements in assigned member districts.
24. Demonstrate ability to troubleshoot and address behaviors, programming issues, and concerns regarding the Inclusion placement and the Inclusion process.
25. Ability to develop, implement and evaluate behavior plans and inclusion plans based on approved PDRMA Participant Care Guidelines.
26. Assist with scheduled interview days, nights and 1:1 interviews with the support staff, inclusion, and camp programs.
27. Responsible for the interviewing, training, and orientating, supervising, and managing agency part-time staff, Volunteers, and Program Leaders.
28. Responsible for maintaining part-time staff records including statistics and preparing monthly and quarterly board reports.
29. Assist in the coordination of in-service training for member districts regarding Inclusion. Assist in the development of new trainings and gathering of resources.
30. Coordinates staffing for all weekly programs and secures subs for all programs.
31. Assist the Executive Director with part-time staff recruitment.
32. Conduct observations and assessments of part-time staff and follow-up with necessary paperwork, phone calls, and debriefing after each observation. Assists with the evaluations of staff, interns, and volunteers.
33. Assist with payroll changes, proofing and verification of weekly part-time staff.
34. Assist with seasonal trainings for part-time staff, Program Leaders and Assistants, Interns, Volunteers.
35. Oversees the supervision of all KSRA Program Leaders including training, mentoring and evaluations.
36. Assist the Administrative Assistant to ensure all staff have all liability and financial paperwork completed and on file.

37. Develop routes, assist with Program Leader Program Binder contents and all tasks included in the pre/post program checklists for part-time leaders.
38. Monitor the development of part-time Program Leaders responsible for planning, implementing, and evaluating a wide variety of recreation and leisure programs and services for individuals with disabilities.
39. Effectively navigate to and from designated points in the member districts assigned quickly and without hesitation.
40. Implement programs of all types including weekly programs, monthly programs, special events, camps, trips/overnights, cooperative programs, or inclusive placements.
41. Coordinate all aspects of the assigned Camp Maple Leaf program. Responsible for supervision, evaluation, budgeting, facility orientation, field trips, orientation, planning, supply, and equipment management.

**SAFETY**

42. Demonstrate familiarity with the Safety Manual contents, maintain a working knowledge of all general and departmental-specific safety rules, and inspects work and program areas (use checklists) for compliance with safe work practices and rules.
43. Enforce safety rules and improve employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions.
44. Cooperate and assist in the investigation of accidents and incidents and attends all required safety program and in-service education meetings.

**COMPETENCIES:**

**COLLABORATION:**

Promotes and supports work teams and groups

**RELIABILITY:**

Performs responsibilities dependably and accurately, fulfills promised actions

**RESPONSIVENESS:**

Focuses on the customer, willingly helps others and provides prompt service

**ASSURANCE:**

Conveys trusts 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 ability

**INTIATIVE:**

Begins and follows through energetically with plans and tasks

**COMMUNICATION:**

Shares information, listens to what others are saying

**ADAPTABILITY:**

Makes decisions and solves complex problems

**JOB STRENGTH REQUIREMENTS:**

The Therapeutic Recreation Program Coordinator must, with or without reasonable accommodations, be able to perform the following functions:

**WEIGHTBEARING:**

- Ability to safely lift, transfer and/or position individuals with mobility impairments in wheelchairs at a minimum of 60 pounds per individual.
- Ability to lift wheelchairs over obstructions such as curbs, small stairs, and other barriers.
- Ability to safely lift and transfer bundles of brochures and flyers for delivery at a minimum of 20 pounds per load.
- Ability to gather and transfer program equipment or trip luggage at a minimum of 20 pounds for an item.
- Ability to move heavy equipment such as tables, chairs, volleyball standards, bowling balls, etc., at the program location. Ability to safely lift ambulatory participants at a minimum of 30 pounds per individual, as needed.

**AGILITY/FLEXIBILITY/BALANCE:**

- Ability to maneuver wheelchairs through narrow or small spaces, such as doorways, washrooms, and vehicles, while operating doors and lifts.
- Ability to kneel down, rotate body position, and reach into small spaces such as wheelchair tie down areas on vehicles.
- Ability to kneel, crawl, reach, and run, to maintain interaction with participants in programs who may need individualized assistance or close supervision.

**MANUAL DEXERITY:**

- Ability to safely drive vehicles transporting up to 15 passengers, to manipulate vehicle controls and operate wheelchair lift equipment.
- Ability to manipulate a variety of objects to perform personal care activities for participants, such as changing clothes, diapering, toileting, feeding, dispensing medication, administering First Aid and CPR and other types of specialized care when identified through the Participant Care Guidelines.
- Ability to grasp and physically restrain participants who are out of control and may injure themselves or others.
- Ability to manipulate various tools needed to perform the responsibilities of the job such as; writing utensils (pen, pencil, computer keyboard), communication devices (telephone, TTY keyboard), recreation equipment of all types, office equipment (copy machine, fax machine, paper cutter, stapler, hole punch, tape dispenser, etc.)

**STAMINA:**

- Ability to work a varied scheduled of days, evenings, weekends, and overnights, and possess the stamina to perform with limited sleep on some events.
- Ability to drive long distances on trips and overnight events.
- Ability to keep pace with active participants who may: have hyperactivity disorders, be aggressive (bite, pinch, hit, kick etc.), or run from the group.

**PSYCHOLOGICAL CONSIDERATIONS:**

- Ability to work with individuals with disabilities, degenerative diseases, and communicable diseases in an empathetic and respectful manner, and to maintain a positive attitude and demonstrate and advocacy role in public places.

- Willingness to handle multiple projects, quick transitions between duties each day, and a varied schedule each week.
- Ability to trouble-shoot, problem-solve, and handle stress in a calm, professional manner.

**ENVIRONMENTAL CONSIDERATIONS:**

- Ability to perform in a variety of weather conditions, ranging from mild to severe, year-round, and in facilities that may range in temperature, and/or have various exposures such as pool chemicals.
- Ability to perform in outdoor situations where there is potential exposure to poisonous plants, insects, and wild animals.

**COGNITIVE CONSIDERATIONS:**

- Ability to navigate, read maps, and become quickly oriented to unfamiliar places.
- Ability to perform head counts and monitor large groups at big events or in public places and manage intense situations.
- Ability to observe group dynamics, anticipate escalating behaviors, and intervene to diffuse potentially intense situations.