Kishwaukee Special Recreation Association (KSRA)
Inclusion Aide/Companion – Position Description
Updated 09-11-2026

Position Title
Inclusion Aide/Companion

Status
Part-Time / Hourly / Non-Exempt

Pay Range
$15.00 – $18.00 per hour, depending on qualifications and experience.

Hours
Flexible and varied based on participant inclusion needs; up to 20 hours per week and not to exceed 999 hours annually

Reports To
Therapeutic Recreation Program Coordinator

Organization Overview

The Kishwaukee Special Recreation Association (KSRA) provides inclusive recreation programs and services for individuals with disabilities throughout DeKalb County and surrounding communities. KSRA collaborates with member park districts, schools, families, community organizations, and the Kishwaukee Special Recreation Foundation (KSRF) to create meaningful recreation, social, educational, and community inclusion opportunities for participants of all ages and abilities.

KSRA is committed to fostering independence, social connection, wellness, and accessibility through therapeutic recreation programming and inclusion services

.**Position Summary**

The Inclusion Aide/Companion supports individuals with disabilities who participate in recreation programs offered by KSRA member park districts. The primary role of the Inclusion Aide/Companion is to provide assistance that promotes meaningful participation, independence, social interaction, and an enjoyable recreation experience within an inclusive setting.

Working alongside member park district recreation staff, the Inclusion Aide/Companion reinforces instructions, assists participants with understanding program activities and expectations, and provides appropriate support based on each participant's individual needs. Inclusion Aides/Companions encourage positive interactions between participants with and without disabilities and help create an environment where everyone feels welcomed, included, and engaged.

Essential Duties & Responsibilities

Participant Support & Inclusion

- Assist individuals with disabilities participating in member park district recreation programs.
- Support the inclusion of individuals with disabilities in all program activities by providing appropriate assistance, adaptations, accommodations, and encouragement.
- Encourage participants to become actively involved in program activities while promoting independence and providing only the level of assistance necessary for successful participation.

- Reinforce instructions and expectations provided by member park district Recreation Leaders and program staff.
- Facilitate and encourage positive social interaction between individuals with disabilities and their peers.
- Advocate for participants by emphasizing individual abilities, strengths, interests, choices, and similarities while supporting an inclusive recreation environment.
- Assist participants with personal care needs, including feeding and toileting, when necessary and appropriate and in accordance with KSRA and member park district procedures.
- Assist with the implementation of individualized participant support strategies, accommodations, and behavior plans as directed by the Therapeutic Recreation Program Coordinator or appropriate program supervisor.

Program Support & Operations

- Assist member park district staff with identifying and implementing adaptations to existing programs, activities, equipment, or environments to promote accessibility and successful participation.
- Assist with overall program implementation, including obtaining equipment and supplies, program set-up and clean-up, and interaction with and supervision of program participants.
- Arrive at the program site at least 15 minutes before the scheduled activity and be prepared to remain after the program as necessary for clean-up and participant pick-up.
- Complete required participant documentation, incident/accident reports, program records, and other assigned paperwork accurately and in a timely manner.
- Attend scheduled orientations, meetings, and training sessions as required.
- Participate fully in assigned programs and demonstrate a willingness to learn new skills and support recreation activities.

Communication & Participant Safety

- Maintain professional communication and provide quality customer service to participants, parents/guardians, staff, the general public, and agency contacts as a representative of KSRA and the member park district.
- Communicate participant concerns, incidents, accidents, behavioral concerns, or other significant issues promptly to the appropriate member park district representative and KSRA supervisor.
- Maintain confidentiality regarding participant and family information.
- Follow appropriate safety precautions and established procedures to promote the safety and well-being of participants, staff, volunteers, and the public.
- Report problems, concerns, unsafe conditions, incidents, or participant-related issues promptly to the appropriate supervisor.
- Respond appropriately to participant needs, behavioral concerns, incidents, medical needs, and emergencies within the scope of training.

- Perform other duties as assigned by KSRA and the member park district.

Qualifications

Education & Experience

- High school diploma or GED equivalent required.
- Current college student pursuing a degree in Therapeutic Recreation, Parks & Recreation, Human Services, Special Education, or a closely related field preferred.
- Experience working with individuals with disabilities in a recreation, therapeutic recreation, education, community-based, healthcare, or similar setting preferred.
- Ability and willingness to facilitate and adapt recreation activities for individuals with varying abilities and support needs.

Certifications

- CPR/First Aid/AED certification required or ability to obtain within agency-required timelines.
- Handle With Care or other agency-approved safe physical management training required or ability to obtain.
- Valid Illinois Driver's License preferred and ability to meet KSRA requirements for operating agency vehicles when driving responsibilities are assigned.

Knowledge, Skills & Abilities

- Basic knowledge of adaptive recreation, inclusion practices, and participant support strategies.
- Ability to follow individualized participant plans, accommodations, behavior support strategies, and staff instructions.
- Ability to adapt activities and environments for individuals with varying physical, cognitive, emotional, and behavioral needs.
- Ability to assist with personal care and activities of daily living while maintaining participant dignity and privacy.
- Strong communication, interpersonal, organizational, and problem-solving skills.
- Ability to remain calm, professional, and solution-focused during stressful or unexpected situations.
- Ability to work independently while collaborating effectively with participants, families, KSRA staff, member park district staff, volunteers, and community partners.

Core Competencies

- Reliability
- Empathy
- Leadership
- Adaptability
- Communication
- Initiative
- Problem Solving
- Professionalism
- Advocacy & Inclusion

Physical Requirements

The Inclusion Aide/Companion must be able to assist participants with mobility, transfers, and personal care; lift and transport equipment, supplies, wheelchairs, and program materials; and participate actively in recreation programs and activities. The employee may be required to assist with lifting or moving participants with appropriate staff assistance and equipment and respond appropriately during

emergency, behavioral, or high-stress situations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Work is performed in recreation facilities, community locations, office settings, vehicles, and public environments. The employee may work indoors and outdoors in varying weather conditions and will regularly interact with participants, families, staff, interns, volunteers, and community partners.

Equal Opportunity Statement

KSRA is an Equal Opportunity Employer committed to creating an inclusive environment for all employees, participants, volunteers, and community members.