



Position: CUSR Adult Program Coordinator

Summary

The *Adult Program Coordinator* is responsible for the development, planning, implementation and evaluation for a variety of people with a wide range of abilities within the Adult Program area of Champaign –Urbana Special Recreation.

Qualifications

- Graduate from accredited college or university with a Bachelor's degree in Therapeutic Recreation, Recreation, or equivalent degree.
- Certification by NCTRC as a CTRS or eligibility to sit for exam and earn certificate within one year of hire.
- Certification or acquiring certification within one year of hire, Non-Violent Crisis Intervention by the Crisis Prevention Institute, First Aid and CPR is required.
- Demonstrated knowledge of disabling conditions and experience in planning a wide range of recreation activities.
- Valid Class "D" State of Illinois Driver's License and clean driving record.
- Demonstrated management skills in staff supervision.
- Positive "can do" team attitude.

Supervision

The *CUSR Adult Program Coordinator* is supervised by the CUSR Director. The *CUSR Adult Program Coordinator* hires, supervises and evaluates part-time staff.

Essential Functions

- Plan, direct, implement and evaluate adult programs.
- Responsible for recruitment, supervision and administrative work of part-time staff and volunteers.
- Train part time staff and volunteers for success within the programs.
- Prepare and implement behavior management strategies when necessary, to ensure safe involvement in recreation programs by people with disabilities.
- Conduct preliminary investigations and follows up on all conduct/accident reports.
- Drive agency vehicles and transport program participants, as required, and assist in care and maintenance of CUSR and Champaign Park District vehicles as required.
- Prepare weekly reports on activity, or as often as requested.
- Prepare, administer and monitor budget for Adult Programs.
- Attend meetings, trainings and workshops as needed or suggested by supervisor.
- Provide information to the Marketing Department for publication and/or promotion as needed or requested by supervisor.
- Provide for safe events for participants, staff and volunteers.
- Perform all functions and tasks with the highest regard to quality and safety.

Marginal Functions

- Other duties as assigned by the CUSR Director.

Psychological Considerations

- Must be able to organize, plan and implement multiple projects simultaneously and complete by their respective deadlines.
- Must be able to resolve differences and problems that arise with staff, participants, volunteers, partners and sponsors in a professional manner and in the spirit of the District's mission.

Physiological Considerations

- Extensive computer use.
- Working in excess of 40 hours per week; some evenings and weekends.
- Must be able to lift supplies and equipment (approximately up to 50 pounds) when needed.

Environmental Considerations

- Must be able to work in a shared office environment.
- May be exposed to all weather conditions including rain, wind, snow, extreme hot and cold temperatures, etc.

Cognitive Considerations

- Must be able to represent the agency in a positive manner.
- Must be able to work well with people, resolve problems fairly and use good judgment in keeping with the mission of the agency.
- Should exercise creativity and resourcefulness in developing and implementing projects.
- Must be able to respond quickly and accurately to changing project conditions.
- Should be safety conscious at all times.

Approved: _____
Executive Director

Date

Updated April 2010, September 2011, November 2013