



3105 MacArthur Boulevard, Northbrook, IL 60062
Phone: (847) 509-9400 Fax: (847) 509-1177

JOB ANNOUNCEMENT

Job Title: Recreation Specialist

Area of Concentration: Inclusion

Hiring Range: \$35,500 to \$42,000

NSSRA (Northern Suburban Special Recreation Association) is an agency dedicated to providing recreation programming for individuals with disabilities in the northern suburbs of Chicago. Through collaboration with thirteen park districts, cities, and villages, NSSRA provides a variety of support to residents with disabilities in their community by enabling them to participate in inclusive recreation opportunities. NSSRA is seeking a motivated, team oriented, creative and enthusiastic individual to join our team as the Recreation Specialist of Inclusion.

Job Purpose: Coordinate inclusion placements and staffing for partner agency recreations programs. Plan, implement and evaluate programs for people with disabilities within seasonal recreational programs. Responsible for report writing, publicity and promotions specific to assigned area. Involvement in agency programming and special events.

Summary of Duties: Assist with the coordination, supervision, implementation and evaluation of the inclusion services provided by NSSRA. Demonstrate problem solving skills related to programs or inclusion staffing. Work with the Manager of Inclusion to complete and maintain all reports, files, and paperwork necessary in the program areas. Assist in recruiting, hiring, training, supervising and evaluating part-time/seasonal staff and volunteers. Conduct orientations and trainings for agency staff and partner agencies in the areas of: behavior management, disability awareness, and activity adaptations. Develop, implement, evaluate and follow through on behavior plans, and assist the Manager of Inclusion in the completion of observations of participants and programs as requested. Attend meetings, in-service training, conferences and professional development opportunities and conduct related educational sessions as necessary.

Qualifications: Graduate from accredited college or university with a BA/BS in Therapeutic Recreation or related field. Must have an ability to develop and implement recreation activities for people with a wide range of ages and abilities. Must demonstrate enthusiasm, independence and possess the ability to work effectively in a team atmosphere and communicate with people with disabilities, co-workers, partner agency staff, parents, educators, board of directors, vendors and community members. Ability to create and maintain a team approach in accomplishing the goals of the agency is a must. Certification by the Crisis Prevention Institute and CPR certification is required or must be obtained. CTRS certification or ability to obtain certification is strongly preferred.

To Apply:

Apply online at www.nssra.org. Click on the 'Apply Now' link. Application closing date is February 12, 2015.

For questions on position or applying procedures please contact Darleen Negrillo, Manager of Human Resources at dnegrillo@nssra.org.

NSSRA is an Equal Opportunity Employer.