



# Kishwaukee Special Recreation Association

## Executive Director Position Description

### **JOB TITLE:**

Executive Director

### **SUMMARY OF POSITION:**

Responsible for the overall planning, implementation, organization and administration of a variety of recreation and athletic programs for youth and adults with special needs. Coordinates and supervises all program and athletic staff, prepares and monitors all program budgets.

### **SUPERVISION RECEIVED:**

Kishwaukee SRA Board of Directors

### **SUPERVISED EXERCISED:**

Directly supervises recreation program staff, administrative staff, volunteers, student interns, coaches and instructors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Develops, plans and implements recreational, athletic, educational and adaptive instructional programs/events for children and adults with special needs in the community.
2. Responsible for the development and implementation of the annual budget. Monitors revenues and expenditures and provides the Board with necessary reports as requested.
3. Administers payroll and all financial responsibilities of the agency to ensure compliance with all state and federal taxes.
4. Designs, develops, and distributes special recreation program brochures. Actively markets special recreation, Inclusion services, and Special Olympic programs and activities.
5. Responsible for program registration. Maintains program records and accounts for all funds received and deposited.
6. Responsible for recruiting, hiring, training, supervising and evaluating staff and volunteers.
7. Maintains all records that pertain to the agency in matters of personnel, taxes, programming and budget.
8. Promotes a positive image for the Kishwaukee Special Recreation Association by providing excellent customer service and responds to inquiries and needs in a timely and professional manner.
9. Adhere to all KSRA guidelines for employment including policies, procedures, health and safety.

**PERIPHERAL DUTIES:**

1. Substitutes for absent staff, program supervisors, or instructors as necessary.
2. Attends conferences, seminars and educational sessions that pertain to special recreation.

**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. Must have knowledge of and ability to confidently work effectively with individuals with different abilities.
3. Current National Council on Therapeutic Recreation Certification (NCTRC) or the ability to get certified within an allotted time determined by the policy of the Association .
4. Must have a minimum of two years of full 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 activity programs for recreation, leisure and therapeutic recreation programs.
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. Highly motivated, self-starter, outgoing and confident with excellent interpersonal and communication skills in the oral and written format is required.
11. Work independently, solve simple to complex problems, demonstrate dependability, promptness and punctuality, and convey a positive attitude to others.
12. Working knowledge of computer skills: Office, Word, Excel, Access, and Outlook.
13. Ability to engage in activities requiring physical exertion. Ability to perform required duties under stressful situations without supervision.
14. First Aid/CPR/Handle with Care certification required.
15. Ability to drive agency vehicles based on driver's abstract.

16. Must pass the pre-employment drug testing, physical and criminal background check.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid driver's license.
2. Must have or obtain certification in First Aid, CPR and AED.
3. At times, it might be required to work evenings, weekends and holidays.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to drive, stand, walk, climb stairs, see, hear and speak. The position also requires substantial time working in an office and spending a considerable amount of time sitting at a computer.
2. The employee must occasionally lift and/or move up to 25 lbs. and a few times exceeding that.
3. The employee is occasionally required to travel to and from park district facilities and other sites for programs.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to loud noises, such as athletic events and children's activities, irate or difficult adults or children. The position is exposed to a variation in temperatures, inclement weather and a variety of terrain.

The employee works near computers and data processing equipment, fax machines, telephones, copiers, and other office machinery. The noise level in the work environment is usually conducive to office work.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience, oral interview and reference, background check, and job related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.