**The Northwest Special Recreation Association (NWSRA), located in Rolling Meadows, IL has a position opening for a full time Program Specialist. To learn more about NWSRA, apply, and see the entire job description, please visit** [**www.nwsra.org/jobs**](http://www.nwsra.org/jobs) **or contact Trisha Breitlow, Superintendent of Administrative Services at** **tbreitlow@nwsra.org** **or 847/392-2848 ext 260.**

**JOB TITLE:**

Program Specialist

**DEPARTMENT:**

Program

**SALARY/SALARY RANGE:**

This is a salaried position, beginning at $32,278.00

**BENEFITS:**

Complete medical/health/life/vision and dental package; vacation, holidays, personal and sick

days; pension plan, IPRA and NRPA Membership, continuing education, and the Member District leisure benefits.

**SUPERVISORY RELATIONSHIPS:**

**DIRECTLY REPORTS TO:**

The Manager of Special Recreation

**RESPONSIBLE FOR DIRECTLY SUPERVISING:**

Part-Time Staff, Volunteers

**JOB PURPOSE:**

Responsible for planning, implementing, and evaluating of a wide variety of recreation and leisure programs and services for individuals with disabilities within the Northwest Special Recreation Associations 17 member districts. Represent NWSRA at meetings, support community access to recreation for individuals with disabilities and advocate for the development of recreation programs for everyone.

**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. Knowledge of and ability to confidently work effectively with individuals with disabilities.
3. Current National Council on Therapeutic Recreation Certification (NCTRC) or Certified Park and Recreation Professional (CPRP) or the ability to get certified within an allotted amount of time determined by the policy of the Association and/or the Executive Director.
4. Minimum of one year 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 the 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 working with part time and volunteers employees with a supervisory style that includes well-developed organizational skills.
9. 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. Knowledge of computer skills; Office, Word, Excel 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/CPI certification required.
15. Ability to drive agency vehicles based on driver’s abstract.
16. Ability to attain Illinois Commercial Drivers License (CDL).
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 Program Specialist, 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 supervisory staff 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 and 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***

1. Develop and maintain effective communications with special education teachers, social service workers, part-time staff, community members, parents, member district staff, and agency personnel.
2. Represent NWSRA at support group meetings related to the disability groups served by the Association, gather program suggestions and build awareness of Association services.
3. Provide physical and emotional support to both children and adults with limitations when working and participating in activities requiring assistance. Must be able to respond to the needs of individuals with disabilities.
4. 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.
5. Treat public complaints and concerns with the utmost attention. Is courteous in all cases.

***POSITION SPECIFIC RESPONSIBILITIES***

1. Assist in supervision and evaluation for part-time staff and volunteers in assigned programs.
2. Serve as a team leader, prompting group cohesiveness while leading programs and assist in preparing part-time staff and volunteers working in the assigned programs.
3. Develop goals and objectives for each assigned programs and maintain all program paperwork; i.e., records, forms, and correspondence.
4. Effectively navigate to and from designated points in the member districts assigned quickly and without hesitation.
5. Maintain expenditure records for each assigned program and collect and turn in receipts from program expenses in a timely fashion.
6. Plan and develop programs of all types including weekly, clubs, special events, Leisure Education, camps, trips/overnights, Lightning Athletics and cooperative programs.
7. Prepare and implement behavior management strategies when necessary, to ensure safe involvement in recreation programs by people with disabilities.
8. Drive agency vehicles and transport program participants, as required, and assist in care and maintenance of vehicles as required.
9. Demonstrate creativity, enthusiasm, and take initiative when leading programs.
10. Responsible for record keeping such as attendance sheets, as well as incident and accident reporting forms.
11. Provide assistance and instruction to the participants when needed.
12. Understand needs of persons with disabilities and adapt activities to enable participation when necessary.
13. Assist with the development and implementation of behavior plans when needed in assigned programs.

***SAFETY***

1. 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.
2. Enforce safety rules and improve employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions.
3. Cooperate and assist in the investigation of accidents and incidents and attends all required safety program and in-service education meetings.