



## The Pleasure Driveway and Park District of Peoria, Illinois



### October 29, 2013 Job Opening – Program Coordinator Heart of Illinois Special Recreation Association

POSITION: Full-time

**REQUIREMENTS:**

- Four year degree in Therapeutic Recreation, Parks/Recreation & Tourism, Special Education or related field preferred. Although a degree is preferred, extensive experience in a like position with similar duties and responsibilities may be substituted for part of the educational requirement.
- Significant experience in the provision of programming and services for persons with disabilities representing a broad range of ages, program planning, leadership experience as well as assessment and evaluation skills are required.
- Experience supervising employees.
- Must possess Illinois Driver's License.
- Two years field experience in therapeutic recreation, special events and/or recreation programming and implementation preferred.

**DUTIES:**

- Develop, implement and evaluate a broad range of community based recreation programs and inclusion services with minimal supervision.
- Understanding HISRA finance with ability to apply and interpret knowledge in practical situations related to facility operations, events and programs.
- Safely perform lifts and transfers of adults and children and physically manage individuals with special needs. Set up and participate in all HISRA activities, operate vehicles and safely restrain wheelchairs.
- Direct leadership and supervision of ongoing community based therapeutic recreation programs and inclusion services. Working closely with committees, schools and other agencies to produce a specified number of programs and events. Act as the HISRA liaison when assigned providing facilitation and HISRA representation with community groups.
- Planning, scheduling, and supervising the operation of HISRA programs, inclusion and events, including written evaluations.
- Preparing written reports and making presentations to groups as assigned.
- Establishing and maintaining files of correspondence, records, reports and other information as relates to HISRA.
- Selecting part time personnel, interns and volunteers for HISRA programs and conducting orientation, training and evaluations.
- Preparing and submitting records and reports, including attendance, payroll, activity schedules and others as requested.
- Preparing appropriate reports for the HISRA and presenting them to the HISRA Board, member district boards, advisory committees or community groups or businesses.
- Promoting all programs, inclusion and events in area of responsibility.
- Performing all other duties as assigned.

**OTHER:**

- Salary range is \$28,000 – \$32,000 annually.
- Under the general supervision of the Program Manager

**How to Apply:** Applications are available at the Glen Oak Park Pavilion or can be downloaded/printed from [www.peoriaparks.org](http://www.peoriaparks.org) under "Jobs & Volunteers." Applicants may submit a resume, but to be fully considered for this position an application must be completed. Applications will be reviewed until position is filled.

To ensure full consideration, applications/resume should be forwarded in a timely manner to: PEORIA PARK DISTRICT - Human Resources Manager, 2218 North Prospect Road, Peoria, IL 61603 or fax to: (309) 686-3352.

**PEORIA PARK DISTRICT  
Human Resources Manager  
2218 North Prospect Road  
Peoria, Illinois 61603**

*The Peoria Park District hires without regard to race, religion, sex, age, national origin, ancestry, sexual orientation, marital status, unfavorable discharge from military service, or disability to perform the tasks of the job. All qualified individuals are encouraged to apply. AN EQUAL OPPORTUNITY EMPLOYER.*