

VETERANS PARK DISTRICT - JOB Posting
Special Recreation Coordinator – Part Time

Salary: **\$14.00/hr** (20 to 27 hours weekly; working flexible shifts, including evening and weekend, and special events)

Union: Yes

GENERAL PURPOSE

Assists in the planning, organizing, coordination and implementation of special recreation and/or therapeutic recreation programming.

Works under the general supervision of the Special Recreation Supervisor.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, organized, coordinated and implements special recreation and/or therapeutic recreation programs.

Assists in managing Special Recreation Summer Camp and After School Care.

Acts as a Liaison between Veterans Park District and the neighboring schools, agencies, and organizations.

Acts as a Therapeutic Recreation and/or Special Recreation Program Facilitator.

Teaches a variety of physical, leisure and recreation activities in a safe and appropriate manner.

Acts as an inclusion aide, instructor, and/or Special Olympics coach, as needed.

Effectively promotes and advertises special recreation programs.

Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Associate’s Degree in therapeutic recreation or related field required; Bachelor's Degree preferred.
- B. Must have or be eligible for the Certified Therapeutic Recreational Specialist (CTRS).

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- A. No less than one year experience working with people with developmental disabilities.
- B. No less than one year supervisory experience.
- C. Considerable knowledge of therapeutic recreation philosophy, planning and administration.

VETERANS PARK DISTRICT - JOB Posting
Special Recreation Coordinator – Part Time

D. Ability to assess different levels of disability in individuals based on their available school and medical files, communication with school staff/parents, and observations...

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one.

Drive a fourteen passenger van.

First Aid and CPR certification.

Able to pass a criminal background check.