

**Job Title:** Special Recreation Supervisor  
- Specialty Programs

**FLSA Status:** Exempt, Salaried

**Reports To:** Special Recreation Manager

**Job Classification:** Regular, Full-time

**Department:** Special Recreation

**Job Code:** SRFT

**Job Summary:** Under the supervision of the Special Recreation Manager, the Special Recreation Supervisor – Specialty Programs is directly responsible for creating, implementing, coordinating, and evaluating programming and events for Special Olympics and Belvidere Park District Special Recreation Specialty Programs for all ages. Additional responsibilities include overseeing Leisure Education programs, volunteer coordination, NASR cooperative programming, marketing efforts, special events, and assignments as directed.

**Supervisory Responsibilities:** This position supervises part-time staff, program leaders, Special Olympics coaches, and volunteers.

**General Hours:** This position requires a minimum of 40 hours per week. Typical workdays will be Monday through Friday; a combination of daytime, evening, weekend, and overnight (infrequent basis) hours are required.

**Essential Functions:**

- Create, implement, coordinate, and evaluate meaningful Special Recreation programming and events (Specialty Programs, Special Olympics, and Leisure Education) for individuals with disabilities of all ages.
- Evaluate programs annually and recommend updates to improve quality, effectiveness, and fee structure.
- Recruit, select, train, supervise, and evaluate staff, coaches, and volunteers.
- Maintain effective communication with participants and parents/guardians in writing, by phone, and in-person.
- Coordinate the purchasing, inventory, and storage of supplies and equipment for all Specialty and Special Olympic programs, including uniforms.
- Assist in the development and monitoring of program budgets and oversee revenue and expenditures in compliance with district financial policies.
- Conduct regular meetings and trainings with staff, Special Olympics coaches, and volunteers.
- Participate in the department's outreach initiatives by attending meetings, conducting new participant intake interviews, providing facility tours, etc.
- Manage Special Recreation Facility storage rooms, ensuring cleanliness, safety, and organization.
- Assist with program marketing efforts, including preparing promotional materials and content for social media, newsletters, and seasonal program guides.
- Ensure the safety of participants and staff by adhering to risk management and emergency procedures; promptly reporting incidents and hazards.
- Transport participants to and from programs or events in district vehicles as needed, following all district and state transportation policies.
- Prepare and submit monthly board reports, tracking participation, and other reports as assigned.
- Attend department and park district meetings, in-house training sessions, professional committees, conferences, workshops, and classes to enhance job knowledge of job and skills (with supervisor approval).
- Adhere to all organizational policies and procedures designated by the district.
- Maintain a neat and orderly work environment, including, but not limited to, completing, filing, and submitting agency paperwork on a timely basis.
- Actively assist with fundraising initiatives.
- Performs other related duties as assigned.

**Education, Experience and Training:**

- Bachelor's degree in Parks, Recreation and Tourism with an emphasis in Therapeutic Recreation or related field required.
- Minimum one-year direct experience working with special populations, program planning, and behavior management required.
- CTRS (Certified Therapeutic Recreation Specialist) certification preferred.

- CPRP (Certified Park and Recreation Professional) certification preferred.
- Or equivalent combination of education, experience, and training.
- Handle with Care Behavior Management training is required and will be provided within 3 months of hire.
- Special Olympics certified training schools, as needed.
- Successful completion of online food handler's certification within 3 months of hire.
- First Aid/CPR/AED certification is required and will be provided within 3 months of hire.
- Food Handler Training within 3 months of hire.
- Valid Illinois Driver's license and good driving record required.
- Must be at least 21 years of age.
- Successful Criminal background check required.

#### **Knowledge, Abilities and Skills Required:**

- Ability to work independently and exercise sound judgement.
- Ability to work effectively with individuals with disabilities, parents, supervisors, staff and other community contacts.
- Flexibility, enthusiasm, and a genuine interest in working with special populations.
- Proficiency in computer applications, including Microsoft Office Suite, email, internet, budgeting, registration and scheduling software.
- Strong leadership skills to supervise a diverse team to complete work assignments efficiently.
- Ability to apply practical knowledge and good judgement to resolve complex or unusual problems.
- Strong communication skills in both one-on-one and group settings.
- Proficiency in reading and writing in English, as well as effective organization. Bilingual in Spanish a plus.
- Ability to work collaboratively in a team atmosphere, promoting positive work relations with both internal and external customers.
- Capacity to maintain self-control and composure in difficult or stressful situations.

#### **Core Competencies:**

Customer Service • Teamwork • Communication • Initiative • Dependability • Safety Awareness

#### **Physical Demands/Work Environment:**

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

- General work area is indoors, smoke free, with controlled temperature and fluorescent lighting. May occasionally work in outdoor conditions and varying weather typical of the Midwest climate.
- Must be able to sit, stand, walk, climb, stoop, kneel, crouch, crawl, reach, push, pull, lift, grasp, and perform repetitive motions.
- Must have hand-eye coordination and manual dexterity to operate a keyboard, calculator, photocopier, and telephone.
- Must have normal range of hearing and vision to record, prepare, and communicate effectively in person and in writing.
  - Specific vision requirements include close, distance, color, peripheral vision, depth perception and the ability to focus.
- Must be able to lift, support, and/or physically restrain program participants, as necessary.
- Frequently lift and/or move up to 50 pounds and occasionally lift and/or move, with assistance up to 250 pounds.
- Must be able to perform physical duties with minimal assistance.
- Must have full range of body motion for handling and lifting items or equipment.

#### **Pay Range:**

**Benefits:** Enrollment in the Illinois Municipal Retirement Fund. Partial Cost of Health Insurance covered by District. Dental Insurance, Vision Insurance, and Life Insurance options. Employee Discounts.

*Disclaimer: This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities required of the employee. Management reserves the right to revise this job description as needed due to emergencies, workload changes, personnel updates, or technological developments, etc.*