

Special Recreation Supervisor- Specialty Programs

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 Duties:

- 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.

Pay Range: \$22.93-\$29.94/hr.

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.