



JOB DESCRIPTION

Title:

Recreation Manager

Department:

Recreation

Hiring Salary Range:

\$52,500-\$62,500 (DOQ)

FLSA:

Exempt

Benefits:

Complete medical, dental, vision, and life insurance package; vacation, personal and sick days; 10 paid Holidays annually; pension plan; NRPA and IPRA Memberships; continuing education opportunities; Member Agency fitness center membership and program benefits.

Directly Reports to:

Superintendent of Recreation

Responsible for Directly Supervising:

All part-time staff and volunteers associated with designated areas of supervision and all Inclusion staff.

Job Purpose:

The Recreation Manager is responsible for providing year-round special events (all ages), day trips (teen-adult) and general recreational programs and services (teen-adult) for individuals with disabilities. This position will have direct management of Inclusion through recruitment, hiring, training, scheduling, supervising, and evaluating part-time staff and assessing, implementing, supervising, and evaluating the placement of individuals with disabilities in Warren Special Recreation Association's member entity programs and events.

Position Qualifications:

1. Graduate from an accredited college or University with a Bachelor's Degree in Therapeutic Recreation, Recreation & Administration, Education, Social Work or a related field.

2. 3-5 years of full-time professional experience in Therapeutic Recreation or related field preferred.
3. Current certification as a Certified Therapeutic Recreation Specialist (or attained after one year).
4. Must demonstrate knowledge of disabilities and have proven experience working with individuals with disabilities in a variety of settings.
5. NCTRC eligibility desired.
6. Must have or willing to obtain First Aid/CPR Certification within six months of employment.
7. Must have strong written and verbal communication skills.
8. Must be able to work independently, solve problems and consistently convey a positive attitude toward others.
9. Ability to be flexible, some evening and weekend hours will be required.
10. Must demonstrate dependability, promptness, punctuality, maturity, and professionalism.
11. Create, assist, and present training materials to WSRAs staff, member agencies and community groups.
12. Serve as the liaison to part-time staff and member districts with inclusion needs and be able to work efficiently and effectively under pressure, such as emergencies and deadlines.
13. Must be willing to be available and on call when programs/events are in session.
14. Experience in program planning, implementing, adapting, and evaluating.
15. Valid Driver's License is required (driving WSRAs buses/vehicles will be required with this position)

Essential Duties and Responsibilities:

1. Oversee all operations of the Agency Inclusion Program, including but not limited to:
 - Completing inclusion observations, follow through with necessary paperwork, phone calls, and debriefing after each observation.
 - Schedule assignments, direct supervision and evaluation of inclusion staff.
 - Conduct intake meetings with new families seeking inclusion.
 - Recruitment, hiring, training, supervising and evaluating Inclusion staff.
 - Develop, promote, implement and evaluate inclusive practices with Member Agencies.
 - Develop and maintain attitudes conducive to inclusive practices.
 - Guide and support inclusion staff and serve as back-up in their absence when necessary.
2. Plan, conduct, implement and evaluate a variety of Recreation Programs for individuals of all ages with disabilities. (excluding Special Olympics)
3. Organize and lead evening/weekend programs and special events.
4. Assist with office tasks, including but not limited to customer service, RecPro, phones, processing payments, etc.
5. Prepare or assist with marketing and informational materials and projects.

6. Provide physical and emotional assistance to all participants with disabilities.
7. Provide direct leadership for day/overnight weekend trips (All Ages).
8. Prepare program budgets, maintain monthly expenditures/revenue, complete monthly Board Reports and all other reports as needed.
9. Actively support WSRA's Risk Management Program. (PDRMA)
10. Assist with the year-round Adult Day Program-Leap as deemed necessary.
11. Provide direct leadership of programs on an average of 10 hours weekly.
12. Assist and/or support WSRA team in Fundraiser/Special Events that will benefit and support WSRA. Assume lead on one annual fundraising/special event initiative.
13. Attend job related in-services, trainings, workshops and conferences.
14. Represent WSRA through attendance at assigned community/member district meetings and functions.
15. Adhere to all agency policies, procedures and safety requirements by exhibiting a working knowledge of general and departmental rules and operations.
16. Perform other duties necessary for the efficient and effective operation of WSRA, as assigned.

Agency Expectations:

1. Exhibit positive, effective customer service to participants, families, co-workers and community contacts.
2. Know and follow personnel, safety, fiscal and agency policies and procedures.
3. Demonstrate financial responsibility in all areas of operation.
4. Produce accurate, quality work on a consistent basis.
5. Control and prioritize workload effectively through strong time management and organization skills. Meet all defined deadlines.
6. Exercise independent judgment and make sound decisions based on appropriate research and analysis.
7. Adapt to changes in all aspects of job including assigned tasks, scheduling and new or unforeseen circumstances.
8. Initiate new, creative ideas for improved programming, procedures, projects and opportunities.
9. Seek professional growth through workshops, seminars, conferences, in-house training and professional organizations directly related to the position or the agency. Set appropriate professional goals.
10. Communicate clearly and professionally both verbally and in writing.
11. Possess solid computer skills in order to create and maintain documents, budgets and files in various office software programs.
12. Coach, mentor, guide, lead and respond to the needs of co-workers and participants with a positive attitude and approach.
13. Project a professional image by demonstrating the agency's core values.
14. Support the agency by actively participating in agency-wide programs, events and committees.
15. Handle confidential information discreetly and professionally.

16. Participate in the creation, assessment and completion of agency goals.
17. Maintain a clean and orderly work environment.
18. Ability to accommodate evening and weekend programs, presentations or meetings.

Essential Job Functions:

1. Communicate with staff, participants, vendors, and the general public, by phone, email, and in person.
2. Understand complex instructions and solve problems related to the task.
3. Keyboard information efficiently and with a high accuracy rate, with periods of up to an hour or more without break.
4. Prolonged periods of sitting, standing, bending, stooping, and walking.
5. Lift 50 pounds and reach storage cabinets or areas to place or retrieve supplies or documents.
6. Basic understanding of office software (Word, Excel, Outlook) and hardware necessary.

Physical Demands:

1. Purchase, gather, load, transport and set-up equipment and supplies for activities.
2. Supervise individuals, including at times the use of physical restraints.
3. Physically assess individuals in wheelchairs by pushing, pulling or providing stabilization on unknown terrain.
4. Physically transfer individuals from wheelchair to chair, into and out of vehicles, from pool deck into pool, in washroom facilities, etc.
5. Lift and carry as much as 50 pounds for as long as 300 feet.
6. Active participation in programs.
7. Must be able to drive a 15-passenger wheelchair accessible bus.
8. Pass pre-employment physical and lift test.

Working Conditions:

This position operates indoors in classrooms, gymnasiums, multi-purpose rooms and exercise rooms, as well as outdoors at different activity fields, parks, playgrounds, etc. The noise level can range from quiet to loud. When working inside conditions can include different types of lighting and temperatures. When working outdoors you may be exposed to different types of weather conditions. You may be exposed to elements when driving to meetings or programs.