



Recreation Specialist
Full-Time
Special Events, Youth & Summer Camp
\$39,000-\$42,000

Summary

The Recreation Specialist is responsible for planning, organizing, maintaining and implementing all aspects of LWSRA’s special events, youth programming, and summer camp while understanding and remaining within the confines of the LWSRA budget, and train LWSRA staff and volunteers when needed.

Qualifications

1. Bachelor’s Degree or furthering education in Therapeutic Recreation, Parks and Recreation, or related field, and/or at least two years’ experience in the field of Therapeutic Recreation and one-year minimum experience in a supervisory position.
2. CTRS preferred or ability to obtain CTRS within 2 years.
3. Knowledge and ability to plan, organize and implement recreation programs for individuals with special needs.
4. Knowledge and ability to plan, organize and implement events appropriate for various ages and abilities.
5. Ability to coordinate, supervise and effectively work as a team with Program Leaders, Program Aides, and Volunteers.
6. Must have demonstrable knowledge of the budget processes, techniques and budgetary skills needed to plan and organize LWSRA programs and events.
7. Knowledge and ability to plan, organize and implement effective agendas for Teen and Adult programs.
8. Knowledge of disabling conditions and individual recreational needs.
9. Ability to communicate effectively and demonstrate leadership skills.
10. Knowledge and ability to keep records and program documents organized and confidential, and also have ability to meet deadlines in a timely manner.
11. Knowledge of LWSRA medication dispensing process.
12. Trained on policies and procedures regarding Health Insurance Portability and Accountability Act (HIPAA).

Immediate Supervisor

Manager of Recreation

Duties

1. Coordinate, plan, organize and implement all aspects of LWSRA special events, youth programming, and summer camp as well as any programs or events assigned by a supervisor.
2. Work closely with the Superintendent of Recreation to coordinate, supervise, and evaluate, Program Leaders, Program Aides, and Volunteers.
3. Oversee the progression and development of LWSRA’s Teen and Adult special events, youth programming, and day camps.
4. Assist with the coordination of facilities for programs and events.
5. Ensure that all Program Leaders, Program Aides and Volunteers have the information, training and tools necessary to carry out designated programs and events.
6. Lead and implement programs and events as needed, or act as a substitute coach or leader as needed in the event of an absence.

7. With proper training and orientation provided by LWSRA and positive results of a driver abstract, required to drive designated LWSRA vehicles.
8. Visit program sites often to ensure safe and effective programs, communicate with parents, and participants.
9. Prepare, as needed, behavior and disciplinary reports.
10. Plan, organize and implement programs and events, while staying within the confines of the LWSRA budget.
11. Implement LWSRA Safety Policies, and complete Accident/Incident Reports in a thorough and timely manner.
12. Work with Parent/Guardian to develop a behavior modification plan for a participant if needed.
13. Dispense and document medication as needed.
14. Assist with special accommodations for participants including but not limited to: diaper and toileting needs, feeding and g-tube management.
15. Keep all LWSRA documents organized and confidential.
16. Respond to inquiries about special events, youth programming, and summer camp or assigned programs and events, and anticipate future program offerings.
17. Meet scheduling deadlines set by the Director and Superintendent in a timely manner.
18. Attend workshops, seminars and classes to enhance and develop work performance.
19. Work closely with Program Leaders in preparing packets for all designated and assigned programs and events.
20. Responsible for creating, maintaining and distributing all materials and information relating to designated or assigned programs or events.
21. Work closely with the Marketing & Public Relations person to create and implement fundraisers for all special events, youth programs, day camp, and assigned programs, events and tournaments.
22. Attend LWSRA community, foundation, and special events as assigned by the Director or Superintendent of Recreation.
23. Maintain LWSRA equipment to ensure quality.
24. Provide overnight coordination and supervision for vacation trips.
25. Other duties as assigned.

Safety Responsibilities

1. Actively support the safety of LWSRA programs and events by obeying and enforcing safety rules and procedures.
2. Work closely with the Superintendent and Program Leaders in conducting routine documented safety inspections/facility inspections checklists of program sites and activities.
3. Seek out and identify safety hazards and encourage their correction and removal.
4. Provide ideas to the Superintendent for developing ongoing safety training programs.
5. Promptly and properly report all accidents and incidents occurring within the course of employment, and to ensure the timely completion of Incident Reports by Program Leaders.
6. Attend LWSRA Safety Meetings, workshops and seminars to enhance safety performance.

Marginal Functions

1. Visit program sites for the purpose of observation.
2. Complete orientation for driving LWSRA vehicle(s).
3. Drive and Fuel LWSRA vehicles for programs and events.
4. Attend LWSRA staff meetings and training programs.
5. Answer phone call and emails outside of regular business hours as needed.
6. Act as a Building Supervisor for the LWSRC.

Psychological Considerations

1. Ability to work independently in day-to-day operations.
2. Ability to work in a team atmosphere.
3. Ability to utilize computer skills, including proficiencies in word processing and basic spreadsheet applications.
4. Must be able to function effectively in a fast-paced environment.
5. Must be able to deal with people under stressful and demanding situations.
6. Ability to maintain positive and effective working relationships with supervisors and other staff members.

Environmental Considerations

1. May be required to work outdoors during various weather conditions, including hot and cold temperatures.

Physical Requirements

- Sitting: Minimum of 30 - 35 hours a week (desk, meetings, vehicles) Standing: Minimum of 7 – 10 hours a week (programs, copy machine, etc...) Stooping: To gather materials and obtain files.
- Lifting: Able to lift 25 lbs alone, and transfer participants with or without assistance of another employee.
- Transportation: Ability to get to and from office and programs

Please send cover letter and resume to Melissa Jensen at mjensen@lwsra.org.