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| Featured Job Post option 4 002

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| [**Athletics Coordinator**](https://urldefense.proofpoint.com/v2/url?u=https-3A__sable.madmimi.com_c_102127-3Fid-3D686691.9673.1.8be8a118373b113d4599a6c883b392f4&d=DwMFaQ&c=0jw9DyG9N6h6ePeiwk55HhjIe7MTR36eCjOScbblfzc&r=Z3CFb1LtS3wnN6fWphHwrV2Mx43cD_OVh9OW4iFqnrc&m=5Nsrx0jEZgH7SGm--dxj22xHbPKX_MJTDP7AmjyguXw&s=DmsZIGZUxdl7CkmAGg51ZQb0JBMRuACfHobLFjiaYG8&e=)**Fox Valley Special Recreation Association****$38,500+ DOQ** |

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| **JOB TITLE:**Athletics CoordinatorDEPARTMENT: Recreation**HOURLY:** N/A**SALARY/SALARY RANGE:** This is a salaried position.**FLSA:** Exempt**BENEFITS**: Complete medical, dental, vision, and life insurance package; vacation, personal, and sick days; ten paid holidays; pension plan; IPRA and NRPA Membership; continuing education opportunities; Member Agency leisure benefits.**DIRECTLY REPORTS TO**: Support Staff Manager**RESPONSIBLE FOR DIRECTLY SUPERVISING:** The Part-Time Coaches and the Part-Time Program Staff**JOB PURPOSE**: To coordinate, plan, develop, implement, oversee and evaluate all athletic, fitness, aquatics, Special Olympics, and PI/VI programs.**POSITION QUALIFICATIONS**: 1. Graduate from accredited college or university with a Bachelor of Science degree in Therapeutic Recreation or recreation with a therapeutic emphasis and practical experience in therapeutic recreation programming. 2. Current NCTRC Certification or ability to obtain within one year of employment. 3. Minimum of two years full time experience planning and conducting recreation programs. 4. Must demonstrate knowledge of disabilities and have two to three years of experience working with individuals with disabilities including planning a wide range of recreation activities. 5. Must demonstrate enthusiasm, strong interpersonal skills, communication skills and ability to work effectively with people with disabilities, FVSRA staff, FVSRA member agency staff, part time coaches, parents/guardians, participants, school district personnel, community agencies, as well as members of the general public. 6. Must be able to work independently, solve problems, and convey a positive attitude to others. Must have strong written and verbal communication skills. 7. Special Olympics Coaching certifications preferred. 8. First Aid/CPR certification required or ability to obtain within one year. 9. Handle with Care Behavior Management certification or ability to obtain within six months. 10. Ability to assess, plan, develop, implement, and evaluate activity programs for the therapeutic recreation continuum of services. 11. Ability to perform required duties under stressful situations without supervision.**ESSENTIAL DUTIES & RESPONSIBILITIES**: 1. Adhere to Safety Manual contents by exhibiting a working knowledge of general and department specific safety rules. 2. Plan, develop, lead, and evaluate therapeutic recreation programs on a year round basis. 3. Serve as liaison to part-time program leaders. 4. Assist in supervision and evaluation of part-time staff and volunteers in assigned programs. 5. Develop goals and objectives for each assigned program and maintain all program paperwork; i.e., records, forms, and correspondence. 6. Attend all assigned meetings and approved professional development opportunities. 7. Develop and maintain effective communications in all work-related relationships. 8. Assist in the orientation of new staff and supervision of interns. 9. Prepare program budgets and maintain expenditure records. 10. Drive a van or car to programs, seasonal events, away trips and/or meetings. 11. Provide physical and emotional assistance to children and adults with disabilities. 12. Select, recommend, inventory, purchase and organize supplies and equipment, which are associated with program assignments and responsibilities. 13. Work efficiently and effectively under pressure; such as deadlines and emergencies. 14. Demonstrate strong leadership qualities. 15. Inspects work and program areas (use checklists) for compliance with safe work practices and rules. 16. Enforces safety rules by confronting and correcting unsafe behavior and conditions. 17. Immediately reports all accidents and incidents to supervisor. 18. Cooperates and assists in the investigation of accidents. 19. Effectively uses cell phones, computers software, and the internet for the performance of job assignments. 20. Treats public concerns with the utmost and courteous attention. 21. Assist in all Foundation fundraising events.**JOB SPECIFIC ESSENTIAL DUTIES & RESPONSIBILITIES**: 1. Create schedules of games, transportation schedules and program handouts to be delivered to Program Leaders. 2. Provide appropriate adaptations for athletes/participants within each program without altering the activity intended. 3. Develop goals and objectives for each assigned program and maintain all program paperwork; i.e., records, forms, and correspondence. 4. Plan, implement, record, retain and submit all necessary paperwork for Special Olympics, United States Paralympics, coaches, athletes, and agency requirements. 5. Provide direct supervision and training for all full-time and part-time staff and volunteers assigned to Athletic Coordinator’s programs. 6. Assist the Outreach Coordinator in assessment and recruitment of new Special Olympics or Paralympics athletes. 7. Attend Adapted Sports Committee and Interagency Sports Committee meetings as a representative of FVSRA. 8. Develop athletic skills of participants by providing ongoing support to Program Leaders/Coaches. 9. Plan, organize and facilitate ITRS tournaments, FVSRA tournaments and other Special Olympic or Paralympic large events such as MedFest. 10. Create and maintain Coaches Manual. 11. Create and maintain Athlete and Parent Handbook. 12. Follow Special Olympics and Paralympics schedules for tournament registration, participant information submission and monitoring Medical Application renewal dates. 13. Provide encouragement and patience to athletes and show good sportsmanship. 14. Maintain all official sporting guidelines established by Special Olympics and Paralympics. 15. Perform other duties related to the Athletics Coordinator when necessary, or duties in the best interest of the Association.**COMPENTENCIES**: Collaboration - Promotes and supports work teams and groups Reliability - Performs responsibilities dependably and accurately, fulfills promised actions Responsiveness - Focuses on the customer, willingly helps others and provides prompt service Assurance - Conveys trusts and inspires confidence Empathy - Deals with individuals, appreciates their differences, handles emotions and shows compassion for others Self Confidence - Recognizes the contributions of others and is conscious of own ability Initiative - Begins and follows through energetically with plans and tasks Communication - Shares information, listens to what others are saying Adaptability - Makes decisions and solves complex problems**PHYSICAL DEMANDS**: The Athletics Coordinator must, with or without reasonable accommodations, be able to perform the following functions:Gather, load, transport and set-up equipment and supplies for activities.Supervise individuals, including at times the use of physical restraints.Physically assist individuals in wheelchairs by pushing, pulling or providing stabilization on unknown terrain.Physically transfer individuals from wheelchair to chair, into and out of vehicles, from pool deck into pool, in washroom facilities, etc.Lift and carry as much as 50 pounds for as long a distance as 300 feet.Active participation in programs.Pass pre-employment physical and lift test.**WORKING CONDITIONS:** This job 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 program. |

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