



PHILIP J. ROCK CENTER AND SCHOOL

Serving Individuals Who are Both Auditorilly and Visually Impaired

818 DuPage Blvd., Glen Ellyn, IL 60137

(630)790-2474 & Fax: (630)790-4893

(800)771-1158

"Together for Independence"

Position: Recreation / Activities Coordinator

Part-time: Saturday, Sunday, 16 hours

Wage/Salary: \$17.00 – 20.00 per hour

Reports to: Chief Executive Officer or designee

Evaluated by: Chief Executive Officer or designee

Qualifications:

- Associates Degree or higher, preferably a BA in recreational therapy, special education, social work, or related field or discipline;
- License: certified recreation therapist (National Council for Therapeutic Recreation) or LBSI preferred; paraprofessional license and experience in recreation and leisure skills programming;
- Leadership skills: Strong decision making skills and ability to work with and through others; facilitation skills staff in the planning, implementation, coordination and assessment of recreation & leisure skills activities:
 - Capacity to effectively know, understand, and support deaf-blind students in recreation and leisure activities;
 - Sign language skills: knows sign language or functional sign language for deaf-blind students;
 - Experience with moderate to severe/profound special needs children, adolescents, or young adults;
 - Interpersonal skills: Strong interpersonal skills, including ability to effectively listen and facilitate individual and group support for students;
 - Coordination skills: Strong planning and program facilitation and program assessment skills; solid ability to attend to details;
 - Knowledge of resources: Strong knowledge of local and community resources and recreational and leisure activities resources;
 - Planning skills: Provides leadership for planning in collaboration with staff;

- Decision making skills: Capacity for clear judgment regarding recreation and leisure skills activities;
- Individual assessment skills: Strong observation skills and capacity for translating medical, educational, and psychosocial information in the planning, execution, and evaluation of recreation and leisure activities;
- Program evaluation skills: Effectively uses data to evaluation effectiveness of recreation and leisure skills program;
- Communication skills: Strong oral and written communication skills
- Lifting: no physical limitations regarding lifting; lift at least 70 pounds

Duties and Responsibilities

- Provides leadership for weekend recreation and leisure program;
- Engages weekend staff in planning, implementing and evaluating weekend recreation and leisure activities;
- Provides leadership for differentiated and individualized recreational and leisure activities;
- Provides supervision for students and works directly with students and staff to support their engagement in recreational and leisure skills activities;
- Possesses a valid drivers license to facilitate transportation as necessary to and from community-based activities;
- Records data pertinent to recreation and leisure activities and student's Individualized Education Program (IEP);
- Demonstrates ability to work without direct supervision;
- Participates in team meetings or any other staff meeting pertaining to assigned students;
- Demonstrates knowledge of all safety and evaluation procedures including:
 - Fire drills
 - Tornado drills
 - Specific safety procedures for each child
 - Reporting of all injuries or seizures appropriately
 - Crisis response and emergency procedures
- Maintains inventory of recreational and leisure activities materials and resources;
- Interacts appropriately with children using manual communication methods or other methods as delineated in the child's profile or Individual Education Program;
- Engages in lifts and transfers as necessary for non-ambulatory children to and from wheelchair, bed, toilet, changing table, floor;
- Lock and lock down wheelchairs to and from para transit vehicles;
- Attends in-service programs
- Adheres to all official policies and procedures of the Philip J. Rock Center and School;
- All other duties as assigned by the supervisor.