

Adult Day Program Lead Staff

Northern Will County Special Recreation Association (NWCSRA) enhances lives by providing meaningful recreational opportunities for individuals with disabilities. We serve the residents of the Romeoville Recreation Department and Bolingbrook, Lockport and Plainfield Park Districts as an extension of these member agencies. Employees at NWCSRA can expect to experience a variety of benefits including a sense of community, ongoing training, flexible work schedule, recognition, and the ability to make a difference in someone's life.

Description

This position is a part time, year-round position. Staff are assigned to oversee the Adult Day Program Staff and work with adults who have disabilities in a recreation setting, participating in both in house and community-based experiences. Candidates will be working in a team environment, planning, implementing and adapting fun and engaging activities and experiences for all, meeting the needs of each individual.

- Starting pay rate is \$17.50/hour and increases depending on experience and job knowledge.
- This is an hourly, part time non-exempt position.
Hours will be set by the Adult Services Coordinator, Monday through Friday between 7:45am-5:00pm.
- Locations: Candidate will be assigned a location in either Bolingbrook, Plainfield or Romeoville

Qualifications

- Must be at least 21 years of age.
- Minimum of three years of experience working with adults with special needs preferred.
- Minimum of two years of experience planning and programming.

- Must be able to perform the duties and responsibilities independently of others.
- Must have transportation to and from program sites.
- Must support the mission, vision, and values of the agency.
- High school diploma or college degree preferred.
- A valid state of Illinois Driver's License with a good driving record and driving experience.
- Ability to drive a 15-passenger vehicle.

Experience & Willingness to Learn/Grow:

- Willingness to learn and grow in providing recreation opportunities for individuals with disabilities.
- Ability to manage and lead Adult Day Program Staff.
- Ability to make accommodations for adults with disabilities.
- Ability to assist the Adult Services Coordinator with the evaluation of the Adult Day Program Staff.
- Ability to lead programs, research and develop lesson plans and make decisions that are in the best interest of the program and participants.
- Ability to display a positive attitude and appropriately interact with individuals with disabilities.
- Ability to use basic computer programs including Microsoft Word, Excel, Outlook and Internet Explorer.
- Knowledge of basic budgets and money management.
- Ability to be dependable, flexible and punctual.
- Certification in First Aid/CPR preferred or the ability to maintain within 6 months (training will be made available).
- Certification in NCI preferred or the ability to maintain within 6 months (training will be made available).

Date Posted: 11/8/2021

Closing Date: Open until filled

Inquires can complete the application at nwcsra.org and return to Gina Petkus, Staff Development & Outreach Manager at gpetkus@nwcsra.org