



NORTHERN WILL COUNTY SPECIAL RECREATION ASSOCIATION
10 MONTROSE DRIVE • ROMEOVILLE, IL 60446
NWCSRA.org • (815) 407-1819

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.

JOB TITLE: Adult Day Program Lead Team Member

FSLA STATUS: Hourly, part-time non-exempt position

PAY RANGE: \$20.00-\$27.00 per hour

HOURS: Hours will be set by the Program Coordinator that oversees the Adult Day Program and will vary by week. Candidates may work any shifts between the hours of 8:00am-4:30pm Monday through Friday, not to exceed 1559 hours per year.

LOCATION: Bolingbrook, Plainfield and/or Romeoville

SUPERVISION: Responsible to the Program Coordinator that oversees the Adult Day Program

JOB SUMMARY: This position is a year-round position. Team Members are assigned to oversee the Adult Day Program Team Members at their site, 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 fun and engaging experiences for all. Duties include but are not limited to planning, leading and adapting activities and experiences to meet the needs of each individual, assisting with daily living skills, behavior management, completing documentation, and coaching team members.

QUALIFICATIONS:

- Must be at least 21 years of age.
- High school diploma or college degree preferred.
- Minimum of two years of experience planning and programming preferred.
- Minimum of two years of experience working with adults with special needs preferred.
- Must be able to perform the duties and responsibilities independently of others.
- Must have transportation to and from program sites.
- A valid state of Illinois Driver's License with a good driving record and driving experience.
- Ability to drive a 15-passenger vehicle.
- Certification in First Aid/CPR preferred or the ability to maintain within 6 months (training will be made available).
- Certification in CPI preferred or the ability to maintain within 6 months (training will be made available).
- Must support the mission, vision, and values of the agency.

*Mission: To provide meaningful recreational opportunities for individuals with disabilities
that enhance their overall quality of life.
Serving the Communities of Romeoville, Lockport, Plainfield and Bolingbrook*



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COMPETENCIES:

- **Safety:** Monitor activities, adhere to safety protocols, and be prepared to respond appropriately in emergency situations.
- **Integrity:** Demonstrate honesty, transparency, and ethical behavior in all interactions.
- **Knowledge:** Ability to plan, research and execute recreation activities, and willingness to learn and grow in providing recreation opportunities for individuals with disabilities.
- **Communication:** Clearly explain instructions, provide feedback, and offer encouragement to all participants. Follow directions, ask questions, and use active listening skills with colleagues and/or supervisors.
- **Interpersonal Skills:** Appropriately interact with individuals with disabilities, and demonstrate empathy, patience, and the ability to motivate and encourage participants to foster an inclusive and welcoming environment.
- **Professionalism:** Maintain a positive and respectful attitude, adhere to organizational policies, and model appropriate behavior for participants and fellow team members.
- **Adaptability:** Ability to make accommodations for adults with disabilities, adjusting to their changing needs and unforeseen challenges.
- **Reliability:** Ability to be dependable, flexible, punctual, and be ready to perform job duties with commitment and follow-through.

BENEFITS:

- Illinois Municipal Retirement Fund (after working 1000 hours or more annually)
- Flexible scheduling
- Paid training
- Leadership Opportunities
- Paid Leave Hours (up to 40 hours per year)
- Free CPR/First Aid Training
- Free CPI Training
- 1 Sensory Room visit for the employee or immediate family member
- Employee Recognition
- Employee Referral Program

DATE POSTED: February 6, 2025

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 Please see the full Job Description for more details.

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