

**Position Opening**  
**Recreation Specialist**

**Salary:** \$ 40,000

**Closing Date:** Open until filled

Northeast DuPage Special Recreation Association (NEDSRA) is an organization dedicated to the provision of recreation and leisure opportunities for individuals with disabilities. Our work environment is both professional and fun, and we provide an excellent salary and benefits package for our employees. If you are looking for a career and not just a job, if you desire variety, challenge, and opportunity for advancement, if you want to put your skills and talents in recreation to good use, and if you want to make a significant impact in the lives of people with disabilities, look no further! Check out our website at [www.nedsra.org](http://www.nedsra.org).

**Qualifications:** Minimum of a Bachelor's Degree from an accredited college or university in therapeutic recreation, recreation administration/management, education, or a related field, and experience working with individuals with special needs. Candidate should have strong leadership and organizational skills, and the ability to plan and implement recreation programs for youth and adults with special needs. Strong oral and written communication skills are required, as well as interpersonal skills to create good working relationships with participants, family members, teachers, allied professionals, and community contacts. The position requires proficiency in Microsoft Office and Outlook applications. Applicants must possess or have the ability to obtain a Commercial Driver's License. Certified Therapeutic Recreation Specialist (CTRS) highly desired.

**Responsibilities:** The chosen candidate will work with a team of recreational professionals in the provision of specialized services for individuals with disabilities. Primary responsibilities include program leadership for individuals of all ages and abilities; preparation of program budgets; supervision and mentoring of support staff; transportation of program participants; completion of written work including brochure blurbs and reports; assisting with overall agency outreach efforts and the development of new programs and services; development and maintenance of good working relationships with consumers, parents, affiliate organizations, and school personnel.

**Benefits:** Medical Coverage, PPO or HMO • Prescription Coverage • Dental Coverage • Vision Reimbursement Program • Life Insurance (basic & voluntary) • Short- and Long-Term Disability (IMRF) • Pension / Defined Benefit Plan (IMRF) • Flexible Spending Accounts • Paid Holidays, Vacation, Sick Time, Discretionary Days

**Contact:** Send cover letter and resume to:

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Addison, IL 60101  
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630-576-4040

*Mission to serve as an integral partner with our member park districts and villages to positively impact individuals with disabilities through diverse recreation opportunities and community services.*

**Member Partner Communities:** Addison ■ Bensenville ■ Butterfield ■ Glendale Heights ■ Itasca  
Lombard ■ Medinah ■ Oakbrook Terrace ■ Schiller Park ■ Villa Park ■ Wood Dale