

Recreation Therapist



The Burlington Parks & Recreation Department is looking to hire a part-time Recreation Therapist to work cooperatively to oversee and implement recreation programming which is inclusive, adaptive and appropriate for children and adults with a variety of disabilities. In addition to program development, this person will be responsible for marketing, intake assessments, program evaluation, overseeing staff/volunteers, managing and organizing program equipment and facilitating problems and concerns as they arise.

Essential Duties

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Under the administrative direction of the Therapeutic Recreation Specialist plans, organizes, schedules, coordinates and supervises year-round community based recreation programming for children and adults with disabilities. Responsibilities include:

- Serve as a specialist and a leader for inclusion and adaptive programs for children and adults with disabilities. Develops, coordinates, implements and oversees a variety of recreation, leisure, athletic and educational programs
- Assists in conducting intake interviews and participant assessments prior to participation, while actively referring parents and participants to programming based on the assessment
- Coordinating unified programming and inclusion services to best suit the needs of the participants
- Managing and overseeing the performance of seasonal staff, interns and/or volunteers
- Provides input and works as a member of the Parks & Recreation Team and assists in planning, organizing and evaluating a variety of year-round recreational opportunities for people of all ages in the community
- Maintains professional certification as a Certified Therapeutic Recreation Specialist through the National Council for Therapeutic Recreation Certification
- Occasionally responsible for transporting participants to program locations
- Performs similar or related work as required, or as situation dictates

Supervision

Works under the general direction of the Therapeutic Recreation Specialist. Performs functions that require the exercise of independent judgment and initiative in designated areas of program development and administration.

Supervisory Responsibility

May supervise seasonal staff, interns and/or volunteers. Under the general direction of Therapeutic Recreation Specialist, oversees, monitors the implementation of programs and advises program directors regarding inclusion directives.

Work Environment

Some work is performed under typical office conditions with regular interruptions from the general public. Work is frequently conducted outdoors with exposure to various weather conditions. Nature of work performed frequently requires irregular work schedules such as evening and weekend hours.

Employee utilizes typical office equipment and department's online registration program

Employee has contact with the general public, other town agencies, and outside agencies to plan events

Recommended Minimum Qualifications

Education, Training and Experience

- Bachelor's Degree in Therapeutic Recreation or a related Recreation field
- Certified as a Therapeutic Recreation Specialist
- Experience in a recreation setting and experience with populations with disabilities preferably in a municipal setting; or an equivalent combination of education and experience.

Physical and Mental Requirements

- Minimal physical effort generally required for work performed in the office.
- Moderate to strenuous effort required periodically in the field; may be required to lift equipment weighing up to 60 pounds.
- Frequently required to spend several hours standing, walking, reaching with arms.
- Excellent eye sight (sharp close, distance, color, peripheral, and depth vision) and hearing well within normal ranges.
- Ability to operate a keyboard at efficient speed. The work requires the physical agility and mental acuity to perform administrative office work as well as site work which is performed outdoors.
- Must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech and, at times, with a raised voice to be heard in large and/or noisy areas.

Special Requirements

- Possession of a valid motor vehicle operator's license
- Certification in CPR and First Aid (preferred)

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.