



Thank you for your interest in employment opportunities at the West Suburban Special Recreation Association (WSSRA). WSSRA is a cooperative extension of 9 park districts and 2 village recreation departments in the near-west suburbs. WSSRA provides recreation programming to individuals with disabilities who live in these 11 communities.

The following information will provide an overview of the positions we are seeking to fill and should answer any questions you may have prior to applying.

Seasonal Recreation Leader

Recreation Leaders provide hands-on assistance to individuals with disabilities participating in WSSRA recreation programs. Activities may include: arts and crafts, sport programs, cultural arts, fitness, social clubs, Special Olympics, and day and overnight trips.

WSSRA offers programs 4 seasons throughout the year, Fall, Winter, Spring and Summer. Programs seasons are typically 6-9 weeks in length. Programs are offered during morning, after-school, evening, and weekend hours.

Recreation Leaders select a *tentative* work schedule based upon your availability and interest. WSSRA then assigns Recreation Leaders to programs based upon the needs of the program. Recreation Leaders *may* work between 2-15 hours per week.

Inclusion Partner

The American's with Disabilities Act prohibits the discrimination of individuals based upon disability, and requires public entities to provide reasonable accommodations to individuals with disabilities seeking their services. One such accommodation is the placement of a 1:1 companion called an Inclusion Partner.

While WSSRA provides year-round recreation programs for individuals with disabilities, the Inclusion Partner works within the traditional park district setting to assist a particular individual who has a disability.

Park Districts offer a variety of programs throughout the week, and Inclusion hours are based solely on a district's registration and need for additional support. Some programs meet weekly for 1-2 hours, while others, such as preschool or day care may meet daily from 2-8 hours.

Location

WSSRA provides recreational services to individuals with disabilities living in the following communities just west of the city of Chicago: Berwyn, Cicero, Elmwood Park, Forest Park, Franklin Park, Harwood Heights, Norridge, Oak Park and River Forest. Programs will take place in schools, park district buildings and other facilities located in these communities. On our website, www.wssra.net you will find further details and directions to the program sites.

Transportation

All programs are located in the communities that we serve. Sometimes the program site is on a bus or train line, but not always. You are responsible for transportation to and from any programs you are assigned to work.

Rate of Pay/Classification

Rates of pay are determined based upon your educational level and your relevant experience. We offer hourly wages similar to local park districts. Inclusion Partners and Recreation Leaders are seasonal, part-time positions. Employee benefits (i.e. health insurance, vacation pay, etc.) are not offered.

Job descriptions for the Recreation Leader and Inclusion Partner follow.

If you are interested in pursuing employment after reviewing this material, please send your completed application to:

WSSRA
Staff Coordinator
2915 Maple St.
Franklin Park, IL 60131

Thank you for your interest. We look forward to hearing from you.

Sincerely,

Gretchen Dennis, CTRS
Staff Coordinator

Amanda Matveia, CTRS
Staff Coordinator



West Suburban Special Recreation Association

Revised 01/00

JOB TITLE: Recreation Leader

CLASSIFICATION: Seasonal Part-Time

IMMEDIATE SUPERVISOR: Program Supervisor

HOURS: Varied

PAY RATE: Based upon experience and education.

JOB PURPOSE: The Recreation Leader is responsible for initiating hands-on involvement of persons with disabilities in all WSSRA program activities.

QUALIFICATIONS:

- Positive attitude towards individuals with disabilities.
- Ability to work independently with direction from supervisor.
- Dependable and punctual.
- Enthusiastic willingness to learn and participate fully.
- Previous experience working with persons who have disabilities or related experience preferred.

ESSENTIAL FUNCTIONS OF THE JOB:

- Commitment to seasonal program(s) as assigned, including all Role-Play and Orientation sessions.
- Initiate active involvement with participants in all program activities.
- Assist with daily living skills, which may include toileting, feeding, dressing, transferring and pushing participant in wheelchair.
- Supporting WSSRA Safety Program by watching for the general safety of all participants.
- Working in cooperation with the supervisor in setting up, carrying out and cleaning up program activities.



West Suburban Special Recreation Association

Revised 01/02

JOB TITLE: Inclusion Partner

CLASSIFICATION: Seasonal Part-Time

IMMEDIATE SUPERVISOR: Inclusion/Staff Coordinator
Partner District or Village

HOURS: Varied

PAY RATE: Based upon experience and education.

JOB PURPOSE: Inclusion Partners accompany individuals with disabilities who participate in park district and recreation department programs. Partners reinforce the recreation leaders' instructions, encourage peer interaction between people with and without disabilities, and emphasize the fun of recreation.

QUALIFICATIONS:

- Ability to work independently with direction from the Inclusion/Staff Coordinator.
- Ability to work as a part of the partner district/village team.
- Must demonstrate dependability, promptness and punctuality.
- Confidence in abilities to interact with children, teens, and adults with various disabilities.
- Demonstrate a professional attitude when working with staff, parents, and/or community contacts.
- Be safety conscious.
- A willingness to participate fully and learn new skills.
- An attitude of enthusiasm and commitment in providing recreation opportunities for individuals with disabilities.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Actively support and follow through with the community recreation provider's safety program.
2. Assist in the recreation activities for various special populations in a variety of community-based programs.
3. Communicate with and contribute ideas to the co-staff (partner district/village).
4. Become actively involved in the program.
5. Demonstrate creativity, enthusiasm, and take initiative.
6. Assist the participants with the activity and with any accommodations needed.
7. Attend to the participants personal care (toileting, feeding).
8. Attend programmatic meetings, in-services, as scheduled.
9. Perform related duties as required.
10. Report any problems or concerns to the Inclusion/Staff Coordinator immediately.



West Suburban Special Recreation Association
Employment Application

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodations to the application and/or the interview process should contact a representative of West Suburban Special Recreation Association.

I. Personal Information
Name: _____ Date of Application : _____ Address _____ _____ Primary Phone Number: _____ Secondary Phone Number: _____ Social Security Number: _____ Driver's License Number: _____ State Issued: _____

II. Education					
Name	City	State	Years Completed	Degree/Diploma Earned	Major/Minor
High School:					
College/University:					
Other Training/Education:					

III. References: Please list the name and phone number of three references not related to you, that we may contact.			
Name	Telephone Number (include area code)	City/State	Relationship to you

IV. Employment/Volunteer History: Start with your most current position. Include any job-related service assignments and/or volunteer activities.

Employer:	Work Performed:
Phone:	
City, State:	
Immediate Supervisor:	
Dates Employed:	Reason for leaving:
Job Title:	
Hourly Rate: Starting: Final:	
May we contact this organization? ___ Yes ___ No	
Employer:	Work Performed:
Phone:	
City, State:	
Immediate Supervisor:	
Dates Employed:	Reason for leaving:
Job Title	
Hourly Rate:	
May we contact this organization? ___ Yes ___ No	
Employer:	Work Performed:
Phone:	
City, State:	
Immediate Supervisor:	
Dates Employed:	Reason for leaving:
Job Title:	
Hourly Rate:	
May we contact this organization? ___ Yes ___ No	

V. Miscellaneous

Have you ever filed an application here before? Yes ___ No ___

If previously employed here, please provide volunteer/employment dates: _____

If you are under 16 and are interested in employment, can you furnish a work permit? Yes ___ No ___

Are you eligible for employment in this country? Yes ___ No ___
(Proof of U.S. Citizenship or immigration status will be required upon employment)

Have you ever been convicted of a crime? Yes ___ No ___
(Such conviction may be relevant, if job related, but does not bar you from employment)
If yes, please explain: _____

Are you currently a certified Lifeguard/Water Safety Instructor? Yes ___ No ___

Do you know sign language? Yes ___ No ___

Please answer the following question if applying for any position other than secretarial/office positions:

Why are you applying to work with individuals with disabilities and why do you feel qualified for this type of work?

VI. Availability: Please check the days and time you are available to work

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mornings						
Afternoons						
Evenings						

VII. In case of an emergency, please notify the following persons:

Name:	Home Address:	Home Phone:
	Business Address:	Business Phone:
Name:	Home Address:	Home Phone:
	Business Address:	Business Phone:

I certify that answers given herein are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application will be considered sufficient cause for dismissal. West Suburban Special Recreation Association is hereby authorized to make investigation of my work and educational history.

I understand this application is not intended to be a contract for employment. I further understand that acceptance of an offer of employment does not create a contractual obligation upon the West Suburban Special Recreation Association to continue to employ me in the future, the length of my employment is not guaranteed. Similarly, I may resign my employment at any time.

I understand that if I am hired, I will be required to provide proof of identity and information for compliance with the Immigration Reform and Control Act.

Applicant's Signature _____ Date: _____

IX. Office Use Only

Application for:

- Volunteer Part-Time Seasonal Regular Part-Time Full-Time

Interviewed By:

Position interviewed for:

Hired: YES NO

Date Hired: _____