



## Assistant Director of Adaptive Recreation & Inclusion (Full-time)

### Department Overview

Reach for Resources is a nonprofit agency based out of Minnetonka, Minnesota. We provide individualized services that maximize independence, boosts community engagement and improves physical and emotional well-being. Reach provides recreation, inclusion, case management, counseling, housing, employment, and community living support programs to individuals of all abilities living in the Minneapolis western metro area. Our recreation department contracts with suburban county and city park and recreation departments to provide adaptive recreation, inclusion support and training services to their residents.

### Job Summary

Assist the adaptive recreation department in coordinating and implementing a variety of programs and events for people of all abilities. Programs focus on social skills, community engagement, exercise, and healthy utilization of leisure time. Support children and adults in accessing local park and recreation programs and reaching their maximum potential for successful participation in the community. Assist with the recruitment and training of new team members, grant writing and reporting, and volunteer engagement. Enjoy a hybrid work environment with the ability to work from home a few days per week.

### Essential Duties and Responsibilities

- Assist in the implementation and management of social, recreation and athletic programs, which includes fund development, program execution, and administration
- Coordinate recreation activities by communicating with community organizations, program staff, participants, and caregivers
- Participate in training city parks and recreation staff strategies for working with individuals of all abilities
- Provide on-the-job training to new recreation and inclusion staff
- Work with a team to support individuals with intellectual disabilities to experience community inclusion
- Advocate for increased opportunities for inclusion of people with developmental disabilities within established community organizations
- Assist the Director of Recreation with recruitment, hiring, training, and supervision of program staff
- Use various data systems to manage event registrations, participant records, inclusion hours, and volunteer participation
- Table and/or speak at events to spread the word about Reach's programming
- Assist in the development of fundraising events that support Reach's mission
- Provide inclusion assistance for a child or adult with a disability in a city/county parks and recreation program
- Recruit and manage volunteers of all ages for engagement in recreation programs
- Coordinate and oversee all aspects of Reach's quarterly respite program including staffing, hotel reservations, activities, food, and paperwork
- Supervise interns interested in volunteer management or Therapeutic Recreation
- Other projects and duties as assigned by the Executive Director and Director of Adaptive Recreation & Inclusion
- Accountability to the Director of Adaptive Recreation & Inclusion



## Qualifications

- Undergraduate degree in Therapeutic Recreation or Recreation with an emphasis in Therapeutic Recreation OR undergraduate degree in related field with one year experience working with individuals with developmental disabilities
- Supervision experience
- At least one year of experience supporting individuals with intellectual disabilities
- At least one year planning and/or leading recreation programming or other events
- CTRS certified or eligible to sit for the CTRS exam (preferred)
- Ability to work independently and a part of a team
- Ability to manage schedule and oversee multiple tasks simultaneously
- Ability to work evenings 2-3 times per week and occasional weekends
- Experience in volunteer coordination/management strongly preferred
- Comprehensive auto insurance required
- Ability to pass a background check
- Ability to pass a driver's license check

## Additional Information

Reach for Resources, Inc. is an Equal Opportunity Employer. Reach for Resources, Inc. does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, nondisqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

## To Apply

Please complete the online application on the bottom of the employment page of our website, [www.reachforresources.org](http://www.reachforresources.org). Send your cover letter and resume to Emily Orr, Director of Adaptive Recreation & Inclusion:

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