



Director of Adaptive Recreation & Inclusion (Full-time)

Salary Range \$58,240-\$62,400/year depending on experience level

Department Overview

Reach for Resources is a nonprofit agency based out of Minnetonka, Minnesota. We provide individualized services that maximize independence, boost community engagement, and improve 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

Lead 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. Manage inclusion efforts that support children and adults in accessing their local parks and recreation programs and reaching their maximum potential for successful participation in the community. Lead the recruitment, training, and supervision of new team members, assist in grant writing and reporting, and volunteer communications. Enjoy a hybrid work environment with the ability to work from home when program schedules allow.

Essential Duties and Responsibilities

- Implement and manage social, athletic, and therapeutic programs for individuals of all abilities. Responsible for programs from start to finish including program planning, scheduling, marketing, filling shifts, and facilitation
- Oversee inclusion efforts supporting individuals with disabilities into mainstream parks and recreation programming
- Recruit, hire, train, and supervise recreation staff, interns, and volunteers
- Utilize RecDesk to manage event registrations and participant records
- Track data on participant attendance and registrations and create simple monthly and detailed biannual reports
- Utilize Salesforce to manage inclusion hour billing
- Assist in fundraising and marketing activities
- Create and manage staff and program schedules
- Oversee the facilitation of all program activities
- Complete all financial documentation required for budget tracking, billing, and payroll
- Utilize documentation to monitor participant progress on goals
- Design and perform training sessions on inclusion and strategies for working with individuals with disabilities
- Advocate for increased opportunities for inclusion of people with developmental disabilities within established community organizations
- Maintain relationships with all contracted partners and other partner organizations
- Communicate regularly to community organizations, program staff, individuals supported by Reach, and families
- Collaborate with team members to provide comprehensive services to participants
- Ensure that all policies and procedures are followed by the recreation team
- Ensure staff have the proper training for their work, and that all licensing requirements are met
- Build a new ILS therapies department including recreation, art, and music therapy



- Assist in grant writing, programming, and reporting
- Provide on-the-job training and coaching to new recreation and inclusion team members
- Participate in ongoing outreach efforts to spread awareness about Reach and its' programs
- Other projects and duties as assigned by the Senior Director of People and Program Services or Executive Director
- Accountability to the Senior Director of People and Program Services

Qualifications

- Therapeutic Recreation Specialist Certification (CTRS) (or ability to sit for CTRS exam) strongly preferred
- Undergraduate degree in Therapeutic Recreation, recreation with an emphasis in Therapeutic Recreation OR undergraduate degree in related field with at least three years of experience working with individuals with intellectual disabilities. Without an undergraduate degree, 8 years of experience.
- Strong communication and organizational skills
- The ideal candidate is a creative thinker driven to improve programs and processes, empathic, hardworking, independent, and enjoys variety
- At least two years of experience supervising a team
- At least two years planning and/or leading recreation programming or other events
- Ability to work independently and a part of a team
- Ability to manage a detailed and varying schedule
- Ability to juggle multiple deadlines and oversee multiple tasks simultaneously
- Current driver's license and ability to pass a driver's license check
- Comprehensive auto insurance required
- Ability to pass a background check and complete fingerprint requirement

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. Send your cover letter and resume to Emily Orr.

Reach for Resources
Attn: Emily Orr
5900 Green Oak Dr Suite 303
Minnetonka, MN 55343
eorr@reachforresources.org
Fax: 952-229-4468
Phone: 952-393-5880