



Freeport Park District

Job Description

Job Title: Special Recreation Program Assistant

Department: Recreation

Reports To: Recreation Supervisor

Starting Pay: \$15.00 / hour

SUMMARY: The Special Recreation Program Assistant supports the planning, organization, and delivery of recreational programs, Special Olympics sports, and inclusive special events for individuals with disabilities. This position works closely with the Recreation Supervisor, coaches, volunteers, and families to ensure safe, positive, and developmentally appropriate recreation experiences for all participants.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Assist with setup, supervision, and cleanup for programs, events, practices, competitions, and seasonal sports.
- Support coaches by helping athletes with drills, warm-ups, and skill development.
- Provide active participant supervision to ensure safety, inclusion, and appropriate behavior.
- Help organize and run special events, dances, outings, and social programs.
- Maintain accurate attendance, athlete records, and required documentation.
- Assist with eligibility requirements, paperwork collection, and family communication.
- Communicate professionally with participants, families, volunteers, and community partners.
- Assist with transportation needs when required.
- Support activity adaptations to ensure accessibility for participants with varying needs.
- Maintain program equipment and keep storage areas organized.
- Model positive sportsmanship, teamwork, and inclusive participation.

QUALIFICATIONS

- Experience working with individuals with disabilities in a recreational, educational, or athletic setting strongly preferred.
- Ability to work evenings and weekends depending on program schedules.

- Strong communication, teamwork, and problem-solving skills.
- Ability to lift 25–50 lbs. and perform moderate physical activity during sports and events.
- Valid driver's license; ability to obtain and maintain CPR/First Aid certification.
- Successful completion of background check and mandated reporter training.

KNOWLEDGE, SKILLS, & ABILITIES

- Understanding of disability types, adaptive strategies, and inclusive recreation principles.
- Ability to remain calm and patient in a fast-paced or unpredictable environment.
- Basic knowledge of sports rules, Special Olympics guidelines, and event operations.
- Strong interpersonal skills and the ability to build positive rapport with athletes and families.
- Ability to follow instructions and work independently when needed.

WORK ENVIRONMENT

- Indoor and outdoor program settings, including gyms, pools, fields, community spaces, and competition venues.
- Evening/weekend hours required for practices, tournaments, and events.
- Exposure to varying weather conditions during outdoor activities.

ADDITIONAL PREFERRED QUALIFICATIONS

- Certified Special Olympics Coach or willingness to obtain certification.
- Experience with behavior management techniques.
- Ability to adapt activities for individuals with diverse abilities.