

**Link Associates  
Position Opening  
Therapeutic Recreation Supervisor**

**DATE: April 3rd, 2024**

**POSITION: Therapeutic Recreation Supervisor**

**POSITION SUMMARY:** Responsible for the implementation and supervision of comprehensive, year around therapeutic recreation programs. Provide supervision and support to therapeutic recreation program providers and volunteers and coordinate and oversee Link's volunteer program. Evaluate services and programs and assure coordination with other service areas. Monitor the Therapeutic Recreation Program to ensure quality and compliance with funding standards.

**ESSENTIAL JOB FUNCTIONS:**

- Coordinate and implement community-based therapeutic recreation program including assessment of persons served and community needs, development of specialized adaptive equipment and transportation services to assure positive persons served outcomes and goal achievement for persons served.
- Coordinate and implement day habilitation funded therapeutic recreation programs including assessment of persons served and program needs, development of specialized adaptive equipment, activities, and transportation services to assure positive persons served outcomes and goal achievement for persons served.
- Collaborate and work with in-house Day Program Administrators and Therapeutic Recreation Specialists to assure positive persons served outcomes and goal achievement for persons served.
- Provide supervision to all department personnel including coaching, the development and review of performance evaluations, completing the interview process and proposed salary adjustments. Compile information and consult with Department Director for preparation of disciplinary actions as needed and participate in the disciplinary actions as coordinated with the Executive Director.
- Analyze area monthly financials and propose modifications as assigned by the Outreach Director and/or Assistant Outreach Director.
- Coordinate research and facilitation of securing additional funding to sustain the program.
- Coordinate volunteers and interns for the agency including attending volunteer fairs and professional meetings and updating materials and website.
- Complete assigned responsibilities for program evaluation and preparation for surveys. Ensure compliance with auditing and funding source requirements and evaluate the results of overall operations regularly and systematically and report these results to the Outreach Director.

**QUALIFICATIONS:**

- Bachelor's degree in Therapeutic Recreation or a related field required with a minimum of four (4) years related successful work and/or supervisory experience. NCTRC certification or completion within six (6) months required.
- Must meet agency policy on transportation and background checks.
- Possess ability to work on a daily basis utilizing standard office, home, and recreational equipment.
- Proven proficient ability to use independent judgment, analytical/decision-making skills, verbal and written communication skills, human relation skills, team working skills, and organizational skills.
- Position will contain Medium physical work consisting of occasional 2-handlifting from floor to waist of up to fifty (50) pounds and occasional 2-hand push/pull of up to forty (40) pounds of force. This position consists of frequent standing, walking and reaching. The position requires frequent forward bending or crouching or stooping. The employee will need to occasionally climb stairs without the use of railings and occasionally sit.

**SALARY RANGE : Based on education and experience**

**DEADLINE: April 10<sup>th</sup>, 2024 or until filled**

**Submit Internal Transfer Request, Current Resume and Cover letter to:**

Robin Stewart  
Human Resources  
Link Associates  
1452 29<sup>th</sup> Street  
West Des Moines, Iowa 50266

**Link Associates is an Equal Opportunity Employer**