Nicholasville-Jessamine County Parks and Recreation

JOB POSTING

Job Title
Recreation Program Supervisor – Therapeutic Recreation

Job Number
RPSTR-0826

Application Deadline
August 26, 2026

Compensation
Starting salary is $47,819.20

Job Type
Full-time, Exempt.

Schedule
40 hours per week; Monday-Friday with some evening and weekend shifts.

Job Summary

Under the supervision of the Deputy Director, the **Recreation Program Supervisor (Therapeutic Recreation)** plans, coordinates, implements, and evaluates inclusive recreation programs and services for participants of all ages and abilities. This position promotes accessibility and equitable participation through adaptive recreation programming, community partnerships, and accommodations that support individuals with disabilities.

Immediate Supervisor
Deputy Director

Essential Job Duties and Responsibilities

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, coordinates, implements, supervises, and evaluates recreational programs, activities, and events that serve individuals of all ages and abilities.
- Collaborates with local agencies, schools, healthcare providers, caregivers, and community organizations to facilitate recreation and leisure opportunities that support cognitive, physical, emotional, and social well-being for individuals with disabilities.
- Assesses participant needs and implements accommodations, adaptive equipment, and program modifications while evaluating facilities, programs, and services to promote accessibility and remove barriers to participation.
- Coordinates efforts to improve programs through program evaluation, participant feedback, community outreach, marketing, and inclusion initiatives.
- Recruits, trains, supervises, and evaluates part-time staff, seasonal employees, volunteers, instructors, and contractors.
- Provides training and guidance related to disability awareness, inclusion practices, adaptive recreation techniques, risk management, and ADA compliance.
- Develops partnerships with disability service organizations, advocacy groups, healthcare providers, schools, and community resources to expand recreation opportunities.
- Manages program and facility budgets, finances, purchasing, and inventory, ensuring responsible fiscal oversight, adherence to money-handling procedures, and the timely procurement and maintenance of supplies and equipment.
- Performs administrative duties related to departmental goals, objectives, and performance, including scheduling, recordkeeping, database management, data entry, and reporting.
- Maintains confidential participant information and accurate program records
- Enforces rules and regulations of recreational facilities and NJCPR to maintain compliance and ensure participant safety.
- Reports facility maintenance and repair needs as necessary.
- Effectively utilizes recreation management software (RecDesk).
- Serves as a resource and advocate for individuals with disabilities and supports the department's commitment to creating welcoming, accessible, and inclusive parks, programs, facilities, and events.
- Performs other duties related to the goals and objectives of the Department and related work as assigned.

Physical Requirements of the Job

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Work is performed both indoors and outdoors year-round.
- Light to medium work requiring frequent walking, standing, crouching, reaching, bending, and occasional lifting and carrying of program equipment and supplies. and sitting a minimum of seven (7) hours per day and may require lifting, carrying, and moving program equipment and supplies.
- Requires considerable skill, dexterity, and coordination in the use of hands, fingers, and limbs to perform program-related and administrative tasks.

Minimum Requirements

- Bachelor's degree in a field related to the job (i.e., Therapeutic Recreation, Recreation, Special Education, Adaptive Recreation, Human Services, or a related field).
- Two (2) years of related experience.
- Additional years of related education may substitute for years of experience.
- Additional years of related experience may substitute for years of education.
- Knowledge of therapeutic recreation principles, adaptive recreation programming, inclusive practices, and ADA requirements.
- Knowledge of a wide variety of disabilities and disabling conditions, including physical, developmental, intellectual, cognitive, sensory, behavioral, and emotional disabilities.
- Strong communication, interpersonal, organizational, and public relations skills.
- Ability to assess participant needs, develop accommodations, and effectively collaborate with participants, families, caregivers, community agencies, and service providers.

Special License and Certifications

- Valid Driver's License.
- First Aid and CPR/AED certifications must be obtained within the first six (6) months of employment and maintained as a condition of continued employment.
- Certified Therapeutic Recreation Specialist (CTRS) certification must be obtained within twelve (12) months of employment and maintained as a condition of continued employment.

Special Requirements

- Must be able to legally operate a Parks-issued vehicle while on duty.
- Must be available for on-call duty and be able to work weekends and holidays as assigned and during emergencies.
- All NJCPR positions require pre-employment drug testing and background checks and may require a post-job offer physical.

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements.

Nicholasville-Jessamine County Parks and Recreation is an Equal Employment Opportunity (EEO) Employer.

Nicholasville-Jessamine County Parks & Recreation reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of its business.

HOW TO APPLY

Submit a NJCPR application found at https://njcpr.org/employment/. Applications may be printed and mailed or dropped off to the address below, along with any applicable documents such as a cover letter, resume, certification/license(s) or DD214 by 4:00PM ET/3:00PM CT on the application deadline date.

Resumes are not a substitute for a completed employment application but may be submitted along with an application.

Scanned applications and supporting documents may be emailed to jmeunier@njcpr.org with the subject line: Job Number RPSTR-0826.

CONTACT INFORMATION
For further information, call, e-mail, or visit:

Director, Deputy Director or Office Manager
499 E Maple Street
Nicholasville KY 40356

Phone: (859) 885-9787 x101
Website: njcpr.org/employment
E-mail: jmeunier@njcpr.org