

DESCRIPTION: Under general supervision, is responsible for coordinating the comprehensive recreation and activity programming of a smaller facility in the State; may also be involved in planning and developing the program as requested by the supervisor; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This class is the third level in the series of five (Aide, Assistant, Specialist, Coordinator, and Manager). At this level, incumbents are responsible for developing, coordinating, implementing and the results of a significant recreation program within a facility, but not the entire recreation programming offered.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Assists in the planning, development and implementation of a resident's leisure time program which includes, but is not limited to: athletics, swimming pool activities, music, art, movies, library and other cultural events and activity programs.

Provides technical assistance in the development of written policy and procedure to provide for the delivery of services to the resident.

Supervises the daily use of an inventory control system for all leisure time equipment and materials to assure minimum breakage, loss, etc.

Assists in the maintenance of records and keeps written records on residents participation in all leisure time programs.

Assists in the development of outside contacts for the resident as part of the rehabilitative process; assists in the recruiting and scheduling of outside participation for the residents.

Organizes intramural, varsity and traveling teams in the athletic area.

May escort residents outside the institution for all forms of recreational and activity events.

Supervises resident recreation assistants working in the area as their institutional assignment and prepares necessary reports on these people.

Actively encourages resident participation in all leisure time activities.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: rules, regulations and strategies of sports and other recreational activities; institution rules and regulations; principles, techniques, and practices of recreational activity; CPR; self-defense; behavior modification treatment programs; first-aid.

Skill in: performing various sports, crafts, music, and other recreational activities; operating standard recreational equipment; leading recreational activities.

H77043 – RECREATION SPECIALIST (continued)

Ability to: successfully complete training courses in CPR, self-defense, behavior modification treatment programs and first-aid; learn to handle residents in all stages of development and rehabilitation; effectively terminate deviant behavior; explain rules and regulations of sports and recreational activities in a positive manner; communicate effectively by giving instructions and documenting resident participation; understand the behavior modification treatment programs; organize, direct, develop interest, and instruct residents in recreational activities; communicate effectively; coordinate activities with outside community and volunteer groups; handle residents in all stages of rehabilitation; maintain swimming pool according to established health standards; organize activities; actively participate in activities such as sports, swimming, games, and music.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in recreation management, recreation therapy, or a related field. Experience in recreation management, recreation therapy, or a related field may be substituted for the degree on a year for year basis.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Positions classified to this class may be required to possess a "Senior Life-Saving", "CPR", and/or "Pool Operator's" certificate.

Valid driver's license and/or ability to provide independent authorized transportation may also be required for some positions.