

**DESCRIPTION:** Under general supervision, is responsible for coordinating the comprehensive recreation and activity programming of a smaller facility in the State; 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 fourth level in the series of five (Aide, Assistant, Specialist, Coordinator, and Manager). At this level, incumbents are responsible for the entire recreation programming at a smaller state facility; incumbents may or may not supervise or lead other staff. The Recreation Specialist is utilized for positions that develop, coordinate and implement a significant recreation program within a facility and where the position is accountable for results of the program.

**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.)

Schedules, distributes/balances, and guides the work assignments of inmates/students in accordance with established workflow/assignment requirements to ensure timely accomplishment of the assigned workload.

Monitors and reports work performance of inmates/students to determine overall conformity to established timetables and quality standard, to document and communicate inmate production levels and training needs, and to recommend disciplinary and corrective action.

Trains inmates/students in the specific tasks and job practices and procedures required to improve and maintain their performance levels.

Develops and implements leisure time activities such as: athletics, music, art, movies, swimming, recreational therapy, library and other cultural events to provide a positive environment; reward good behavior; facilitate physical, educational, and emotional growth; and comply with accreditation standards.

Writes recreation policies and procedures to comply with administrative regulations and accreditation requirements.

Administers facility operational memorandums, policies, and procedures to ensure safety, security, and compliance.

Selects, orders, and warehouses materials, equipment, and supplies to effectively and efficiently conduct assigned leisure time activities.

Records and reports inmate/student participation in activities to have a written record and comply with reporting requirements.

Assesses resident behavior to recommend assignments and program changes or updates to institutional committees and to program administrators.

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Operates the recreational library to include ordering books, tapes, and other publications to provide inmates/students with a positive environment; reward good behavior; and comply with rules, regulations, policies, and accreditation standards.

Confers with the staff of outside resources to enlist their assistance in providing leisure time activities and cultural events.

Confers with management and custody staff to exchange information regarding inmate/student behavior and leisure time/recreation activities.

Organizes, monitors, and directs intramural sports and athletic teams to facilitate the physical and mental well being of the participants.

Accesses needs and interests of inmate/student populations to assist in program planning and budget preparation.

Drafts the budget requests for the unit to provide management with the estimated requirements and contribute to the overall budget development.

Consults, counsels, and instructs inmates/students regarding operational memorandums, recreation library, and other recreational activities to ensure inmates/students receive maximum benefit from these 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; budgeting; emergency procedures

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

Ability to: handle residents in all stages of development and rehabilitation; effectively terminate deviant behavior; explain rules and regulations of sports and recreational activities; give instructions and document resident participation; understand the behavior modification treatment programs; organize, direct, develop interest, and instruct residents in recreational activities; communicate effectively; explain rules and regulations of sports and recreational activities; coordinate activities with outside community and volunteer groups; maintain swimming pool according to established health standards; organize activities; actively participate in activities such as sports, swimming, games, and music; develop and implement policies and procedures for a comprehensive recreation program; coordinate programs and activities with other institution departments; hire, train, supervise, and evaluate inmates/students; coordinate activities with volunteer groups and the community outside the institution; communicate with individuals with diverse backgrounds.

**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 and one year of experience providing recreation to others. Other training, education or 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.