

DESCRIPTION: Under general supervision, assists in the recreation department by planning and scheduling residents for recreational activities. Incumbents are required to use a variety of recreation, educational, and activity equipment and materials to assist with providing recreational activities; 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 second level in the series of five (Aide, Assistant, Specialist, Coordinator, and Manager). At this level, incumbents are responsible for making limited decisions and solving most detailed problems, taking only those that are new or unusually complex to the supervisor. Work is not typically reviewed by the supervisor while in progress, but is reviewed through observance and compliance with established procedures and practices.

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 planning daily recreation schedules for residents.

Assists the manager in the care and maintenance of all recreational areas, equipment and supplies.

Provides input as to changes and new ideas for activities.

Keeps a written log of residents behavior.

Assists the manager in developing, planning and scheduling intramural sports.

Conducts physical education classes utilizing developed lesson plans.

Assists in the development of new recreation programs and activities.

Responsible for or assists in the swimming pool management and maintenance.

Maintains sanitation of recreational facilities (swimming pool, locker rooms, gymnasium).

Assists programmatic diagnostic teams by filling out resident evaluation reports.

Escorts residents to appointments and activities outside of the institution.

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.

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

I77042 – RECREATION ASSISTANT (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; give instructions and document resident participation; understand the behavior modification treatment programs; organize, direct, develop interest, and instruct residents in recreational activities; communicate effectively; 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.)

Experience or coursework/training in facilitating or providing recreational activities such as music, games, or other social activities.

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.