

DESCRIPTION: Under limited supervision, plans, organizes, coordinates, and directs the comprehensive recreation and activity programs in a large facility; 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 fifth and final 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 large state facility and incumbents supervise or lead other staff members. This level is distinguished from the Recreation Coordinator class by size and scope of Recreation Programming offered at the facility. The Recreation Coordinator class is utilized for positions that are responsible for the entire recreation programming at a smaller state facility; incumbents may or may not supervise or lead other staff.

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.)

Plans, organizes, assigns, and directs the work activities of subordinate staff to facilitate the attainment of the unit's work goals and to ensure the consistent application of unit and unit policies, procedures, and guidelines.

Confers with and counsels staff to exchange information on and/or explain work policies, procedures, and guidelines, to identify the characteristics and impact of work-related problems, and to formulate possible solutions.

Reviews and compares work performance and/or products of staff with established standards to determine employee production levels and training needs and to determine for recommendations to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations, and grievance dispositions.

Trains staff in the principles, practices, policies, and procedures of recreation and activity programs to maintain and/or improve production levels in accordance with established work performance standards.

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 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 participation in activities to have a written record and comply with reporting requirements.

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

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

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 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.

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 behavior modification treatment programs; organize, direct, develop interest, and instruct residents in recreational activities; communicate effectively; coordinate activities with outside community and volunteer groups; maintain swimming pool according to established health standards; 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/staff members; actively participate in activities such as sports, swimming, games, and music; communicate with individuals with diverse backgrounds; develop and implement policies and procedures for a comprehensive recreation program; hire, train, supervise, and evaluate staff; coordinate staff and activities with volunteer groups and the community outside the facility.

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 and experience coordinating, directing, leading and assigning work. Other training, education or experience in recreation management, recreation therapy, providing recreation to others, 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.