

Occupational Family: Health Services

Class Family: Recreation

CLASS FAMILY DESCRIPTION:

This family of positions includes those whose purpose is to conduct therapeutic recreation activities for patients or residents of a state institution to enhance their lifestyle through improved social, physical, cognitive, and emotional skills and values.

CLASS TITLE: Recreation Support Technician

DISTINGUISHING CHARACTERISTICS:

These positions are entry level and, under close supervision, assist with planning, developing and implementing personalized recreation/therapy programs, including evaluating clients, involving the use of recreational activities and leisure for individuals or groups of people who have a variety abilities. These positions do not have supervisory or budgetary responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.):*

- Oversees indoor and outdoor games, teams and athletic events.
- Assists in planning group entertainment such as pageants, talent shows and special holiday activities.
- Works with special groups of clients.
- Escorts and/or chaperons clients to off-grounds activities.
- Cleans and may perform minor repairs on athletic and recreational equipment. May operate movie projector.
- Observes effect of recreational activities on clients and documents observations in appropriate records.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of a variety of recreational and leisure activities.
- Knowledge of basic first aid.
- Ability to learn behavior management techniques and first aid procedures.
- Ability to instruct and lead clients in recreational activities.
- Ability to record observations and clearly communicate ideas to treatment team.

MINIMUM QUALIFICATIONS:

Education: High School Diploma or Equivalent.

Experience: 1 to 2 years full-time or equivalent part-time paid or unpaid experience

Education & Experience Substitution: None

Certificates, Licenses, Registrations: None

CLASS TITLE: Recreation Support Specialist

DISTINGUISHING CHARACTERISTICS:

These positions, at the full performance level, plan, develop and implement personalized recreation/therapy programs, including evaluating clients, involving the use of recreation activities and leisure for individuals or groups of people who have a variety abilities. These positions may have budgetary and lead worker responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans weekly and monthly activities to provide structural group or individual recreation.
- Instructs groups in team sports, arts and crafts, and group activities such as board games or aerobics.
- Oversees recreation room during leisure activities; instructs individuals in the safe use of equipment such as weights.
- Monitors equipment usage; orders repairs or recommends replacement of equipment.
- Purchases materials used for activities.
- May drive buses or vans; may teach swimming, gardening, music, or other specialty area.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of a variety of games, sports, and leisure time activities.
- Knowledge of basic first aid and general safety.
- Knowledge of sports equipment, its uses and benefits.
- Ability to plan activities and determine necessary equipment and supplies.
- Ability to encourage and motivate patients, clients, and volunteers.
- Ability to follow oral and written instructions.
- Ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

Education: Successful completion of sixty (60) semester hours with at least eighteen (18) hours in health, physical education, recreation, fine arts or therapeutic recreation from a regionally accredited college or university.

Experience: None

Education & Experience Substitution: Full-time or equivalent part-time paid or volunteer experience in the area of health, physical education, recreation, or fine arts may substitute for the required education on a year-for-year basis or Registration as a Therapeutic Recreation Assistant or a Therapeutic Recreation Specialist as certified through the National Council for Therapeutic Recreation.

Certificates, Licenses, Registrations: None

CLASS TITLE: Recreation Coordinator

DISTINGUISHING CHARACTERISTICS:

These positions, under limited supervision, manage recreational programs. They have supervisory and budgetary responsibilities. They ensure that activities and care plans are in compliance with physician's orders, certification guidelines and/or facility policy. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, assigns, and coordinates the work of subordinates; trains employees in work methods.
- Interprets and applies departmental policies and regulations for employees and others in state government.
- Performs employee performance evaluations, approves annual and sick leave, and recommends hiring, disciplinary actions and other employee activity.
- Responds to questions or problems of subordinates; restructures work procedures to align with changes in state or federal laws and programs.
- Develops a monthly calendar for activities.
- Ensures that all equipment, supplies, and materials are available to complete scheduled programming.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of office methods and procedures; investigative procedures and techniques or technical specialty practice and methods.
- Knowledge of departmental plans or procedures.
- Ability to apply and instruct others in the application of governing laws, rules, and regulations.
- Ability to make composite detailed reports based on individual reports of subordinates.
- Ability to communicate effectively in oral and written form.
- Ability to plan, assign, and coordinate the work of employees engaged in duties of a technical nature or field inspection work.

MINIMUM QUALIFICATIONS:

Education: Bachelor degree from a regionally accredited college or university in a recreation field.

Experience: 1 to 2 years full-time or equivalent part-time paid experience in the area of assignment

Education & Experience Substitution: None

Certificates, Licenses, Registrations: None