

GENERAL DESCRIPTION OF CLASS

The CORRECTIONS RECREATION SPECIALIST 1 coordinates and implements recreational activity therapy and leisure time activities for incarcerated clients (inmates) within secured facilities. These specialized recreational programs are goal-oriented and directed toward rehabilitation and the skill acquisition of socially acceptable behaviors and affiliations. These programs serve as a vehicle within the Corrections Department to help assess the potential for offender transition into the community.

DISTINGUISHING FEATURES

This is the first level of a two-level series. This level is distinguished from the higher level by absence of responsibility for inmate assessment and program design, a lack of additional coordination responsibilities, a lack of oversight direction of other staff and lesser complexity of programs supervised.

DUTIES AND RESPONSIBILITIES

Allocation of positions to this class will depend on the total work performed which may include one or a combination of the duties or tasks listed below.

- 1.Program Coordination.** Typical tasks: develops specific sports leagues and equipment and field maintenance schedules, evaluates enrolled inmates for conflicting placement with other areas of Program Services, coordinates roster of participants with functional routine of the institution, obtains necessary security clearances for equipment and custody status of participants.
- 2.Program Implementation.** Typical tasks: provides direction and instruction to inmate participants to ensure acquisition of skills and compliance to program design, monitors leisure activities to ensure safe and healthy recreation practices, instructs community volunteers and practicum students in correctional activity therapy, provides instruction in leadership and teamwork to inmate participants (e.g., equipment use, training methods, and conflict resolution).
- 3.Security Functions.** Typical tasks: inspects all recreational equipment and supplies entering the facility to ensure absence of contraband and conformity to institution security, ensures supervision and direction of guests within the facility for recreational activities, escorts medium and minimum custody inmates on approved trips into the community, ensures proper tool and key control according to established procedures, conducts routine searches of inmates and facility, assists security staff when needed in various tasks to ensure overall security of the facility.
- 4.Documentation.** Typical tasks: maintains documentation of inmate progress and participation in activity programs; records behavioral observations and submits input to counselors and review committees for inmate custody status and disciplinary processes; ensures completion of all security clearances of volunteers and participants of community programs; maintains inmate intra-institution movement data to maintain up-to-date information on inmate location; maintains inspection reports of facility, tools, and keys; records on safety and security logs.

Employees in this class work with independence in establishing a positive leadership role that teaches the benefit of self-discipline and recreational activity as well as the value and use of physical exertion and

recreational activity as contributors to emotional and physical health.

RELATIONSHIPS WITH OTHERS

Employees in this class have daily in-person contact with incarcerated clients while providing services. Employees have daily contact, in person, by phone and in writing, with other sections (e.g., religious services, education, etc.) in assisting other programs through activity therapy. There is occasional contact, in person and in writing, with Corrections Department volunteers, inmate organization sponsors, community sports league coordinators and State officials to respond to inquiries and gather information. There is occasional contact with and direction of practicum students who need direction and training in program activities.

SUPERVISION RECEIVED

Employees in this class receive general supervision from an Activities or Program Manager or other designated superior who reviews the work in progress, through staff meetings, regular written reports and documents to ensure conformance to established policy and procedure and accepted correctional recreational therapy practices. Employees in this class use constitutional and State laws, Corrections Department rules, agency Procedural Statements, National Sports League rules, club organization bylaws, and the American Correctional Recreation Association standards as guidelines in providing recreational activities.

GENERAL INFORMATION

Positions are located in the Department of Corrections institutions and facilities. They require the willingness to work in the environment associated with the position's location and purpose. Employees in this class must be able to withstand extended periods of walking, standing, and/or sustained arduous physical activity in an outdoor setting and under various weather conditions.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of sports rules, regulations, skills, and equipment for the purpose of instruction and demonstration.

Basic knowledge of theories, methods, practices and principles of organizing and implementing activity therapy programs.

Basic knowledge of safety practices and principles in sports and recreational activities.

Skill in directing and instructing participants in leisure activities.

Skill in organizing or planning activities or events.

Ability to learn and adhere to agency and institution rules, regulations, policies, procedures, and applicable laws.

Ability to motivate and sustain participants' interest.

Ability to maintain records, including security logs.

Ability to make and record behavioral observations.

Ability to establish and maintain schedules of events and activities while avoiding conflicts.

Ability to develop interpersonal working relationships with others.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 7/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.