

GENERAL DESCRIPTION OF CLASS

The CORRECTIONS RECREATIONAL SPECIALIST 2 designs, coordinates, and implements large multiprogram 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 physical skills, 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 second level of a two-level series. This level is distinguished from the lower level class by responsibility for inmate assessment and program design; additional coordination responsibilities; oversight direction of other staff, and the 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. **Assessments.** Typical tasks: gathers information on interests, life experiences, and recreational background of inmate to select activities which will be appropriate for social and cultural groups within the inmate population; gives direction in choosing activity programs after measuring current abilities, needs, skills, and limitations to establish appropriate participation level.
2. **Program Design.** Typical tasks: assesses availability of funding, equipment, facility space, and community resources (e.g., volunteers, practicum students) and designs appropriate activity program; determines activities which are appropriate to needs of inmate population and seasonal variations such as physical activities, service clubs, music, and art; establishes appropriate ethnic, cultural, and handicapped variations in programming to accommodate the needs of various minority groups and handicapped inmates; develops minimum and maximum standards of participation; establishes rules of operation and training curriculum for participants.
3. **Program Coordination.** Typical tasks: in the coordination of multiple activities and events, provides direction to staff in the development of events, sports leagues, and maintenance schedules; evaluates enrolled inmates for conflicting placement with other areas of program services; provides direction in coordinating roster of participants with functional routine of the institution; obtains necessary security clearances for equipment and custody status of participants.
4. **Program Implementation.** Typical tasks: provides direction to staff and instruction to inmate participants to ensure acquisition of skills and compliance of program design; develops training program for community volunteers in conjunction with college practicum coordinators; develops curriculum of instruction for practicum students; provides instruction to staff and inmate participants in equipment use, training methods, and conflict resolution; serves as advisor and liaison for inmate clubs and service organizations in order to ensure compliance with bylaws and regulations of community service organizations and the institution; schedules, coordinates, and supervises meetings, activities

and projects; regulates, monitors, and documents fiscal transactions of inmate service organizations; supervises inmate work crews assigned to assist with maintenance and repair of recreational facilities and equipment; provides coordination, oversight and direction to other employees and assumes duties of acting Program Manager during Program Manager's absence.

5.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.

6.Documentation. Typical tasks: develops documentation format to record inmate progress and participation in activity programs, submits regular reports of program assessment (e.g., budget considerations, proposed and accomplished program changes, chronic problems, needs evaluations); 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; records on safety and security logs inspection reports of facility, tools, and keys; maintains inmate service organizations' general ledgers on fiscal transactions.

Employees in this class work in establishing a positive leadership role that teaches the benefit of self-discipline as well as the value and use of physical exercise and recreational activity as contributors to emotional and physical health. Employees creatively design programs around equipment and facility space to maximize constructive use of inmate leisure time and reduce idleness within the institution.

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 telephone 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, gather information, and coordinate activities. There is occasional contact with 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 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 theories, methods, practices and principles of designing recreational programs.

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

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

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

Basic knowledge of methods and practices of assessing participant's background to determine appropriate recreational activities.

Skill in directing and instructing participants in leisure activities.

Skill in organizing and planning sporting or recreational activities.

Skill in scheduling events to avoid conflicts.

Skill in developing interpersonal working relationships with others.

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

Ability to assess participant's background and determine appropriate recreational activity.

Ability to motivate and sustain participants' interest.

Ability to maintain records including security logs.

Ability to make and record behavioral observations.

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 1/90

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.