

**GENERAL DESCRIPTION OF CLASS**

The RECREATIONAL SPECIALIST plans and presents recreational programs and leisure time activities to meet the leisure activity needs of children and/or adults within facilities, institutions, and residencies of the State.

**DISTINGUISHING FEATURES**

This is a single classification and not currently part of a series of classes.

**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. Programs and Activities.** Typical tasks: serves as staff advisor for a variety of social and hobby clubs providing direction and assuring compliance with established rules and procedures (e.g., race car club, lifers' club, minority clubs); attends club meetings, observes members' behavior, and monitors club activities to assure that rules and regulations are maintained; arranges off-site activities (e.g., hikes, picnics, movies, dinners, race car competition trips); plans logistics of trip, contacts outside destination, and arranges transportation and accommodations; selects television programs for viewing by residents, posts viewing schedules, and monitors behavior of viewers; contacts outside sources in community to provide for and arrange special events within the facility (e.g., concerts, car shows, speeches); coordinates and schedules tournaments and leagues; establishes roster of participants, game schedules, and playoff times; signs up referees, time, and scorekeepers, and trains as necessary.
- 2. Instruction and Coaching.** Typical tasks: provides leadership to participants in implementing program; explains and demonstrates equipment use and techniques (e.g., weightlifting equipment); explains the safety rules and regulations of games and equipment and ensures that recreational services are provided in a safe manner; demonstrates and instructs in skills (e.g., tennis, handball, swimming); conducts generalized recreation classes for groups (e.g., physical education, aquacise); holds coaching clinics and referee instruction to teach principles and regulations of team sports; coaches team sports for intramural and league competitions (e.g., basketball, softball, track); demonstrates arts and crafts to encourage participation (e.g., collages, dough art, pasting, coloring).
- 3. Coordination.** Typical tasks: coordinates schedules of events with administration, counseling, and educational staff; develops tournament schedules, playoffs, and league schedules to utilize facilities and provides for largest participation possible; notifies staff and residents of activities and events by posting schedules and notices; notes unusual behaviors or incidents during recreational participation and reports to appropriate personnel; contacts off-campus resources for assistance and contributions (e.g., sports clothing and equipment manufacturers); writes periodic reports on program participation and progress.
- 4. Miscellaneous.** Typical tasks: assigns work to inmate work crews maintaining athletic fields and equipment; orients volunteers, visitors, and/or performers coming into the facility concerning rules and

procedures; serves as coordinator for Special Olympics activities and/or holiday special events; drives participants to off-site activities; attends and oversees activities of on-campus dances; keeps logs of facility use, programs, and activities; records data of attendance and behavior of participants; assists in the inventory and ordering of supplies; may direct and train volunteers or students working in area.

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

### **RELATIONSHIPS WITH OTHERS**

Employees in this class have occasional in-person and telephone contact with citizens and business representatives within the community to solicit their support of recreational programs and activities in the form of time, equipment, and/or contributions. There is also occasional telephone contact with the public to make arrangement for trips and activities off site. There is occasional in-person contact to orient the public entering the facility in order to present programs, concerts, or assist with special events. Some employees in this class have daily contact with physically and/or mentally ill or limited and/or criminally committed persons while providing them with recreational experiences and monitoring their behavior, assuring that it is consistent with established regulations.

### **SUPERVISION RECEIVED**

Employees in this class receive general supervision from an activities or recreation supervisor or other designated superior who reviews the work in progress through observation for conformance to established policy and procedures. Work is also reviewed through requested statistical reports of participation and reviews of program and activity effectiveness. State laws and Administrative Rules are used by the employees in this class as guidelines in providing recreational activities and in dealing with those participating in leisure activities.

### **GENERAL INFORMATION**

Positions are primarily found in mental health institutions, Department of Corrections' facilities, or hospitals. They require the willingness to work in the environment associated with the position's location and purpose. This may include the willingness to work with incarcerated felons, juveniles with behavior problems, mentally ill, mentally handicapped, and/or the physically limited.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA)**

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

Basic knowledge of the practices and principles of recreational activity.

Basic knowledge of the safety rules and practices of recreation.

Basic knowledge of potential injuries associated with specific activities and how to prevent them.

Skill in directing and instructing participants in leisure activities.

Skill in organizing and planning activities and/or events.

Skill in writing client behavior reports.

Ability to motivate and sustain participants' interest.

Ability to interpret assessment tools and summaries.

Ability to carry out behavioral objectives from written or verbal instructions.

Ability to effectively communicate (both verbally and in writing) with others.

Some employees in this class need the following:

Basic knowledge of swimming pool sanitation requirements and chemicals.

Ability to learn and function within the security rules and procedures of institutions.

**SPECIAL QUALIFICATIONS**

Some employees in this class may need the ability to obtain a chauffeur's license, advanced lifesaving certification, and/or CPR training.

**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 4/90

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.