



RECREATION COORDINATOR

CHARACTERISTICS OF WORK:

This is administrative work that involves responsibility for planning, implementing, supervising, and coordinating the recreational program for residents in a state institution. Incumbents must create and develop innovative recreational activities for the residents of the institution. Work also involves evaluating and making constructive adjustments in existing recreational activities. Supervision is exercised over recreation program personnel in lower classes.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in Recreation, Physical Education, or a directly related field;

AND

Experience:

Two (2) years of experience related to the described duties.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in Recreation, Physical Education, or a directly related field;

AND

Experience:

Three (3) years of experience related to the described duties, one (1) year of which must have been directly related to the described duties.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Seven (7) years of experience related to the described duties, five (5) years of which must have been directly related.

Certification/Licensure:

Incumbent will be required to obtain a Class B Driver's License within 60 days of hire date.

Substitution Statement:

Related education and related experience may be substituted on an equal basis, except five (5) years must have been directly related.

Note:

No substitution of experience for education below a Bachelor's Degree for the Department of Youth Services, mandated by court order.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stoop, kneel, crouch or bend. The incumbent is occasionally required to sit; and climb or balance.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Program Administration: Develops, coordinates, and implements recreational programs at a state hospital, state training school, or penal institution.

Implements and supervises recreational activities for residents. Creates and develops innovative recreational activities for residents of an institution.

Planning and Evaluating: Organizes work; determines short and long term goals and strategies to achieve them; monitors progress and evaluates outcomes.

Organizes recreational programs. Analyzes current programs and makes decisions relative to future programs. Evaluates and makes constructive adjustments in existing recreational activities.

Professional Maturity: Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner.

Is able to assess the situation and appropriately respond. Manages conflicts and defuses situations. Knows when to refer an issue to the appropriate level. Aligns personal behavior with agency standards. Maintains appropriate standards of professionalism and only provides information within authority. Maintains confidentiality with appropriate information.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Plans, conducts, and documents recreational activities within the unit schedule.
2. Performs duties of Case Manager, which includes participating on treatment teams, assessing client needs, and writing client programs.
3. Ensures transportation of clients to activities off campus.
4. Supervises and trains lower-level staff.
5. Serves as liaison between the unit and other groups.
6. Performs various administrative duties.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Plans, implements, supervises, and coordinates recreational programs.

Analyzes current programs and makes decisions relative to future programs.

Establishes proper lines of communication.

Sets standards of program controls.

Assists in the operation and maintenance of residents' recreational center building.

Supervises staff of the recreational programs.

Supervises "leisure time" activities of residents.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.