

Job Classification Specification

Jobcode Data

Effective Date Job Code 078232 Status A Reg/Temp Preferred

Description RECREATION SPECIALIST 2

Minimum Salary Range \$2825.00 Maximum Salary Range \$4225.00

Job Classification Specification

Effective Date 06/15/2023

SUMMARY

Summary: Under general supervision, is responsible for professional recreation work of considerable difficulty; and performs related work as required.

Distinguishing Features: An employee in this class plans and develops recreational and special event programs for the parks within a region or acts as chief recreator for a correctional facility. This class differs from Recreational Specialist 1 in that an incumbent of the latter is responsible for more routine work.

RESPONSIBILITIES

Making Decisions and Solving Problems:

1. May be asked for recommendations related to recreation unit staffing and organization.

Developing and Building Teams:

1. Promote team building, staff development, and cooperation with other team members in order to promote a more effective and productive work environment.

Monitoring and Controlling Resources:

1. Monitor the procurement, security, and use of recreational materials and supplies as required by policy and procedures.

Updating and Using Relevant Knowledge:

1. Attend required annual and special training to improve job proficiency and performance as required by policy and procedures.

Establishing and Maintaining Interpersonal Relationships:

1. Supports mission-critical decisions made by supervisors, managers, and directors.
2. Interacts in a positive manner with other staff members, fellow employees, other agencies, and the public to foster and maintain a harmonious working environment in the facilities' recreational programs.

Processing Information:

1. Process annual and special user surveys for future program planning and development as required by policy and procedures.
2. As required delegates to subordinate staff the gathering of information and the conduct of surveys required for planning recreational activities and programs.

Documenting/Recording Information:

1. Maintain records and documentation on inmate recreational labor for attendance and pay as required by code, policy, and procedures.
2. Provide payroll information on time and attendance for staff under their supervision as required by code, policy, and procedures.

Monitor Processes, Materials, or Surroundings:

1. Monitors the numbers of inmates involved in all daily activities to insure adequate equipment, supplies, and staff coverage are available for the planned activities as required by policy and procedures.
2. Monitor recreation equipment issue, use, and inventory as required by policy and procedures.

Inspecting Equipment, Structures, or Material:

1. Check all recreation supplies, equipment, and facilities for serviceability and safety as required by policy and procedures.

Developing Objectives and Strategies:

1. Develop recreation unit objectives and plans for staff development and performance improvement.

Resolving Conflicts and Negotiating with Others:

1. Follows due process procedures to report and effectively resolve unresolved conflicts.
2. Communicate effectively with others to resolve conflicts quickly and efficiently.

Training and Teaching Others:

1. Mentors and/or assists in training of new staff and current staff in order to promote staff development and to improve work performance within the facility's recreation unit.

Performing Administrative Activities:

1. Maintain files, reports, and records for daily operations, personnel, and administration as required by code, policy, and procedures.

Staffing Organizational Units:

1. Participate in the staffing, hiring, and promoting processes for the recreational unit staffing.

Getting Information:

1. Attend meetings as required to gather information for recreation planning and coordination in accordance with policy and procedures.
2. Conducts staff meetings to gather information and plan recreational activities for the facility.

Guiding, Directing, and Motivating Subordinates:

1. Provide job performance guidance, analysis, and performance evaluations to employees under their supervision as required by code, policy and procedures.
2. Follow departmental policy and procedure guidelines when giving information and guidance to all staff.
3. Consistently sets a professional example for fellow employees by demonstrating positive work habits.
4. Provides coaching, performance expectations, and performance evaluation reviews for those assigned as required by code, policy, and procedures.

Interpreting the Meaning of Information for Others:

1. Interpret as required for subordinate staff the policies, procedures, and administrative processes of the recreation unit.
2. Explain the requirements and standards required for recreational activities to staff under their supervision as required by code, policy, and procedures.
3. Translate the meaning of data/reports on recreation programs to end users/superiors in a clear concise manner.

Scheduling Work and Activities:

1. Schedules daily and weekly unit activities and staff work schedules for recreation programs and staff as required by policy and procedures.

Organizing, Planning, and Prioritizing Work:

1. Establishes work priorities and plans for inmates and staff under their supervision in recreational activities.

Communicating with Persons Outside Organization:

1. May coordinate with outside individuals/organizations related to recreational programs and activities as required by policy and procedures.

Coordinating the Work and Activities of Others:

1. Coordinate the work loads and activities of the staff under their supervision.

Communicating with Supervisors, Peers, or Subordinates:

1. Effectively communicates with other staff and supervisors concerning events, activities, and policies related to offenders and the agency to promote effective completion of work tasks and a harmonious working environment as required by code, policy, and procedures.
2. Coordinate with other staff to insure that the resources and facilities are available in order to schedule daily recreational activities in the facility in accordance with policy and procedures.

Assisting and Caring for Others:

1. Respond appropriately when personal assistance is needed.

Provide Consultation and Advice to Others:

1. Recommend changes and improvements in the processes and procedures for recreational work activities to improve unit operational performance.
2. Answer questions for offenders, staff, and others as required by code, policy, and procedures.

Operating Vehicles, Mechanized Devices, or Equipment:

1. May be required to operate a vehicle or equipment in their daily work activities.

Interacting With Computers:

1. Use a personal computer in their daily work activities.

QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in recreation or related field and experience equivalent to two years of full-time responsible professional recreation work.

Substitution of Education for Experience: Additional graduate coursework in recreation or closely related field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

Substitution of Experience for Education: Qualifying full-time professional or paraprofessional experience in recreation work, or full-time work as a Recreation Assistant in a State Institution or Facility may be substituted for the required education on a year-for-year basis, to a maximum of four years.

Necessary Special Qualifications: A valid vehicle operator's license may be required for employment in some positions.

Examination Method: Education and Experience, 100%, for Preferred Service positions.

COMPETENCIES

Competencies:

1. Priority Setting
2. Command Skills
3. Directing Others
4. Organizing
5. Time Management
6. Decision Quality
7. Problem Solving
8. Integrity and Trust
9. Written Communications
10. Delegation

Knowledge:

1. Administration and Management
2. Public Safety and Security
3. Clerical
4. Education and Training
5. Mechanical

Skills:

1. Active Listening
2. Critical Thinking
3. Speaking
4. Reading Comprehension
5. Coordination
6. Instructing
7. Writing
8. Time Management
9. Judgment and Decision Making
10. Active Learning
11. Monitoring

Abilities:

1. Problem Sensitivity
2. Written Comprehension
3. Speech Clarity

TOOLS & EQUIPMENT

1. Personal Computer
2. Sports Equipment
3. Calculator
4. Telephone
5. Printer
6. First Aid Kits
7. Photocopy Machines
8. Recreational Art Supplies
9. Scoreboards