



## **Recreation Coordinator – Therapeutics**

Parks and Recreation

PR-042-009

### **JOB SUMMARY**

This position is responsible for coordinating the development and implementation of assigned therapeutic programs, activities, and events to ensure appropriate and inclusive recreational activities

### **MAJOR DUTIES/ESSENTIAL FUNCTIONS**

- Plans, coordinates, and oversees -all aspects of therapeutic programming.
- Coordinates with -other therapeutic organizations to schedules games, practices, tournaments and other events.
- Coordinates and schedules with Therapeutic Directors from local, regional, state, and interstate-organizations.
- Supervises the day to day operations of -therapeutics.
- Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- Reviews and ensures accurate time reporting for assigned personnel.
- Prepares bank deposits.
- Gathers information and prepares reports.
- Ensures facilities, equipment and activity setup for daily activities and special events; including communication and cooperation with other center staff for scheduling and center calendar updates.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of -therapeutic program management principles.
- Knowledge of -therapeutic activities.
- Knowledge of computers and job-related software programs.

- Knowledge of personnel management and supervisory principles.
- Skill in planning.
- Skill in administering and delivering recreation and educational programming.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Recreation Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include Special Olympic sports rules and regulations and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of varied program coordination duties. The variety of tasks to be performed contributes to the complexity of the work.
- The purpose of this position is to coordinate -therapeutic programming. Successful performance in this position contributes to the efficient and effective delivery of leisure services to area residents with therapeutic needs

### CONTACTS

- Contacts are typically with coworkers, other city personnel, volunteers, -, therapeutic organizers, vendors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and motivate persons.

### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while working with participants and staff and will include intermittently sitting, standing, stooping, bending, crouching or walking. The employee occasionally lifts light and heavy objects.
- The work is typically performed indoors and outdoors, occasionally in cold or inclement weather.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over assigned full- and part-time staff.

**MINIMUM QUALIFICATIONS**

- A Bachelor’s degree in therapeutic recreation, education, or related field and two years of experience in therapeutic recreation is highly desired; OR sufficient education and experience to demonstrate competency sufficient to meet the requirements of this position.
- Eligibility and availability to pursue additional training and certification programs in therapeutic recreation programming.
- Current driver’s license.

Description of Change	Effective Date	Resolution #
Effective with Comprehensive Pay Study Project 2017-2018	12/3/2018	13-316, 11.5.2018
Minor modifications to duties; major modification for qualifications from HS Ed and min 1 yr experience to formal degree and 2 yrs experience and continue education requirement.	4/3/2024	n/a

**EMPLOYEE ACKNOWLEDGEMENT**

I verify that I have received a copy of the job description for the position that I have been offered. I understand the duties and responsibilities assigned to me and acknowledge that I am able to perform the essential functions of the job with or without accommodations and will notify the City if accommodations become necessary. Furthermore, I understand:

- these are intended as guidelines and will change over time, as necessary
- nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time
- this description reflects management’s assignment of essential functions and it does not proscribe or restrict the tasks that may be assigned
- this job description is subject to change at any time

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_