

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Therapeutic Recreation Specialist
Department : Parks & Recreation
Revised : August 2013

Class : Administrative Support
FLSA: Non-exempt

This job description supersedes any prior description for the Therapeutic Recreation Specialist classification.

GENERAL DESCRIPTION

Responsible work assisting with the planning, organizing, and leading a variety of indoor and outdoor recreational activities for Special Populations served, including mentally, physically, emotionally, sensory disabled, and senior citizens. Work is under general supervision from the Therapeutic Recreation Supervisor and is evaluated in conferences and observation.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Assists supervisor with conducting the monthly recreational activities for various special populations including visually impaired, mentally handicapped, hearing impaired preschoolers, mentally ill, developmentally ill, and senior citizens; plans and implements recreational programs for Senior Services nutrition sites, Abundant Living Adult Care Centers, groups with mental retardation and mental illness, and groups from the vocational workshop.

Plans programs to be implemented for the special populations groups served including the craft activities, obtaining supplies, making examples, etc.

Answers questions about operations in person or by telephone.

Develops, writes, and types monthly newsletter including computer lay-out and printing; prepares and distributes newsletter for mass mailing.

Creates the monthly calendar for office staff, board members, participants, and volunteers.

Types correspondences and the monthly meeting minutes for the Special Populations Advisory Board and Commission Report.

Assists the supervisor in speaking to college classes to recruit volunteers.

Supervises volunteers during programs and charts their hours.

Observes necessary precautions to insure safety of participants; renders first aid in case of minor injury.

Maintains a variety of records and reports; types and photocopies.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

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KNOWLEDGE, SKILLS, AND ABILITIES

Ability to lead and instruct a variety of recreational and social activities.

Ability to plan and conduct programs for individuals who are visually impaired, mentally retarded, suffer from mental illness, and senior citizens.

Ability to use computer software and to type with accuracy.

Ability to establish and maintain effective working relationships with clientele, fellow workers, and the general public.

Ability to communicate effectively, orally and in writing.

PHYSICAL REQUIREMENTS

The work in this class may include sitting, walking, running, bending, stooping, and lifting weights in excess of 150 lbs. with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, and step on and off machinery, etc. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university in Therapeutic Recreation, Recreation Administration, or related field; or graduation from high school and two years of experience working with mentally, physically, or emotionally handicapped individuals, senior citizens, or other special populations groups. A Bachelor's Degree in Therapeutic Recreation or related field is preferred. Requires licensure at the Licensed Recreational Therapy Assistant level and a valid driver's license.

**This job description does not create an employment contract,
implied or otherwise.**