

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title: Therapeutic Recreation Specialist
Department: Parks & Recreation
Revised: April 2021

Class: Paraprofessional
FLSA: Non-exempt

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

GENERAL DESCRIPTION

Responsible paraprofessional level work assisting with the planning, organizing, and leading of a variety of indoor and outdoor recreational and therapeutic activities for individuals with intellectual, physical, and developmental disabilities, as well as 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 planning, scheduling, organizing, and conducting of a wide variety of recreational, artistic, social, and cultural activities in order to meet the needs of participants served; plans and implements recreational programs for Senior Services nutrition sites and other partnering organizations; assists in conducting the annual VIP Miniature Golf Tournament at Dan Nicholas Park and the annual VIP Fishing Tournament trip; and completes new participant assessments and registrations for participant transportation.

Develops, writes, and types monthly division calendar including computer lay-out and printing; prepares and distributes calendar to office staff, board members, participants, and volunteers; assists the supervisor in creating and distributing program marketing materials.

Assists the supervisor in speaking to numerous civic groups regarding programs offered, recruiting volunteers, and requesting donations.

Assists in providing clinical supervision for student interns who are completing internships as a degree and credentials requirement from the National Council for Therapeutic Recreation Certification (NCTRC) and the North Carolina Board of Recreational Therapy Licensure (NCBRTL).

Supervises participants, volunteers, and interns during programs and charts their attendance and hours; provides reports of monthly program attendance to the Therapeutic Recreation Supervisor.

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

Answers questions about operations in person or by telephone.

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

OTHER JOB FUNCTIONS

Provides support to other Parks & Recreation programs as needed.

Performs related duties as required.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of therapeutic recreation principles and methods of practice in a community setting.

Considerable knowledge of the design and implementation of therapeutic recreation activities.

Knowledge of the characteristics and limitations of medical, psychiatric, developmental disabilities, sensory impairments, or other disabling conditions. Knowledge of assistive devices, assistive technology, and activity adaptations used to assist participants to function independently.

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

Ability to plan and conduct programs for individuals who have various intellectual, physical, and developmental disabilities as well as senior citizens.

Working knowledge of first-aid methods, including CPR, and safety precautions applicable to programs related to special populations activities.

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 activities where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Work may include extended periods of time viewing a computer video monitor or operating a keyboard. Employee must be able to maneuver in tight places, 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

Bachelor's Degree from an appropriately accredited college or university in Therapeutic Recreation, Recreational Therapy, Recreation with an emphasis in Therapeutic Recreation or related field. One year of experience working in an organized recreational program for seniors or individuals with disabilities, or in a therapeutic setting preferred. A valid driver's license is required. Certified Therapeutic Recreation Specialist (CTRS) by the National Council for Therapeutic Recreation and a Licensed Recreational Therapist (LRT) by the North Carolina Board of Recreational Therapy Licensure (NCBRTL) is required.

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