

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

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

Class : Professional
FLSA: Non-exempt

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

GENERAL DESCRIPTION

Responsible professional level work in the coordination and supervision of recreational and leisure activities and programs for individuals with intellectual, physical, and developmental disabilities, as well as senior citizens, both frail and well. Supervision is provided to the Therapeutic Recreation Specialist, the Senior Games and Silver Arts Coordinator, and volunteers who assist with the activities. Supervision is received from the Buildings, Grounds, & Parks Director, who reviews work through periodic conferences and analysis of reports received.

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.)

Plans, schedules, organizes, and conducts a wide variety of recreational, artistic, social, and cultural activities in order to meet the needs of participants; arranges for transportation to program locations.

Develops a comprehensive recreation and leisure program for each disability group served and adapts these programs to ensure participant success, safety, and enjoyment; locates and contracts with instructors for specialized classes.

Writes, presents, and administers grants for funding to supplement and enhance the quality of programs offered.

Speaks to numerous civic groups regarding programs offered, recruits volunteers, and requests donations.

Hires, trains, and evaluates staff and student interns supervised.

Prepares and monitors the Division budget.

Composes press releases and program brochures to promote activities.

Serves on multiple advocacy boards.

Maintains a variety of records; prepares a variety of reports.

OTHER JOB FUNCTIONS

Prepares the five year plan for the Division.

Performs related duties as required.

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

Job Title: Therapeutic Recreation Supervisor

Page : 2

KNOWLEDGE, SKILLS, AND ABILITIES

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

Considerable knowledge of the equipment, areas, and facilities needed for special population groups and activities.

Considerable knowledge of the characteristics and limitations of medical, psychiatric, developmental disabilities, sensory impairments, or other disabling conditions.

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

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

Ability to supervise and coordinate the work of staff.

Ability to work effectively with special population participants to stimulate their interest.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with employees, officials, other developmental agencies, and the general public.

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, 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 and 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 accredited college or university in Therapeutic Recreation, Recreational Therapy, or Recreation with an emphasis in Therapeutic Recreation, two years of experience working in organized recreational programs for the elderly or disabled, or in a therapeutic setting, and one year of supervisory experience; or equivalent combination of education and experience. A valid driver's license is required. Certification as a Therapeutic Recreation Specialist (CTRS) by the National Council for Therapeutic Recreation is preferred.

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