

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Therapeutic Recreation Supervisor for Special Populations
DEPARTMENT: Recreation
REPORTS TO: Assistant Director - Recreation Programs

SALARY GRADE: 17
FLSA STATUS:
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Develops, coordinates and manages a city-wide therapeutic recreation program which includes educational, social and cultural activities for special population residents. The individuals served are elderly, mentally and physically challenged.

ESSENTIAL JOB FUNCTIONS:

Develops, plans, schedules and implements various types of programs (e.g., trips speakers, etc.) for senior citizen population.

Assists department personnel in the use of RecTrac software/resolves problems; maintains software; trains users in software use.

Assesses needs of individual recreation program participants with disabilities; determines accommodations to be made and arranges for/trains staff to make such accommodations.

Coordinates the development, printing and mailing of the department's quarterly program brochure.

Supervises Senior Nutrition Program and kitchen staff.

Assists in the development and management of the therapeutic recreation budget.

IMPORTANT JOB FUNCTIONS:

Attends Golden Age Club meetings to encourage participation in senior programming.

Develops calendar/flyers on senior citizen classes, programs and trips.

Acts a liaison to the Senior Citizen's Advisory Committee.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Passenger Van Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Recreation with a therapeutic option, or a related field; and,

Four to five years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

National Council of Therapeutic Recreation Certification (N.C.T.R.C.) Specialist

Food Manager's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Therapeutic recreation administration skills including budgeting, grants, public relations, personnel and staff counseling and training, facility design for accessibility, educational curriculum design and problem solving.

Theories for numerous specialty areas, sports, exercise, aquatics, movement, arts, crafts, dance, music, drama, etc.

Medical terminology relative to diagnostic and descriptive labels and ability to assess individual leisure needs and competency levels.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to sit; use hands to finger, handle, feel or keyboard; speak and hear; lift and/or move up to 20 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.