

**STATE OF ARIZONA JOB CODE SPECIFICATION**

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV38195</b>
<b>Job Class Code:</b>	<b>770</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>05</b>	<b>Grade:</b>	<b>08</b>
<b>Workers Comp Code:</b>	<b>9040</b>		

<b>Job Code Established:</b>	<b>01/05/86</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Recreation Series

**JOB CODE TITLE:** RECREATION LEADER I

**HRIS TITLE:** RECREATION LDR I

**WORK DESCRIPTION:** Leads and instructs residents in individual and group activities of a physical, social and cultural nature; maintains recreation equipment and facilities; may serve as a lifeguard.

**WORK ACTIVITIES:** leads, instructs, and encourages residents in a program of individual and group activities of a physical, social, and cultural nature such as indoor and outdoor games and sports, swimming, arts and crafts, music, parties, hobby shop work and special interest clubs. Instructs residents in special exercises to improve functioning of specific muscles or to improve particular kinds of motor coordination. Prepares work materials and assists in maintaining recreation areas and equipment in satisfactory operating condition. Participates in establishing and maintaining a safe and orderly recreational environment. Speaks to institution residents individually and listens to their expressions of their needs, desires, conceptions and plans as part of an ongoing program of reorientation or treatment. Confers with supervisor, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Compiles information for and writes periodic reports on work activities. Participates in in-service training and staff development programs for regularly employed staff. May serve as a lifeguard. Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation. Confers with other practitioners and technical experts in own field of specialization, in order to broaden knowledge, acquire specific information or obtain advice or consultation. Performs related work as required.

**WORK CONDITIONS:** Frequent close contact with psychiatric, developmentally disabled and/or physically handicapped residents in a State institution or related community-based program.

**SUPERVISION:** Works under general supervision of higher level recreational personnel.

**WORK RESULTS/PRODUCTS:** Recreation/activities that meet the needs, interests and capabilities of residents; (desired): improved morale, increased social interaction; physical, mental and social rehabilitation facilitated.

**RESPONSIBILITY:** For own individual contribution to the recreation program; effective leadership in recreation/activities; for the safety and well-being of clients.

**AUTHORITY:** To control residents' behavior in accordance with established procedures; make program recommendations.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** a variety of recreational activities such as indoor and outdoor sports, games, arts and crafts, group social activities and health and physical education; the theory and philosophy of recreation and/or group work and its application to individual and group behavior; principles of rehabilitation and treatment processes applicable to an institutional environment; first aid and safety practices and procedures; policies and procedures established for the work unit.

**Skill/Ability to:** provide leadership in recreational activities; motivate and maintain residents' interest in recreation/activities; establish and maintain effective work relationships; communicate verbally and in writing; enforce safety rules and regulations.

**SPECIAL SELECTION FACTORS:** May require possession of an Advanced Life Saving Certificate or a Water Safety Instructor's card.