

## STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV38196</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>10</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 II

**HRIS TITLE:** RECREATION LDR II

**WORK DESCRIPTION:** Assists in planning and implementing recreation/activities; leads and instructs residents in individual and/or group activities; initiates requisitions for supplies and equipment; cares for and maintains recreation equipment and facilities; may lead or supervise resident workers, student interns and/or volunteers.

**WORK ACTIVITIES:** implements leisure time recreation/activity programs for a treatment unit, section or group; supervises, controls and improves its functioning or utilization.

Develops a schedule of recreational activities to meet the needs, interests and abilities of individuals or groups of residents.

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, arts and crafts, music, parties, hobby shop work and special interest clubs.

Controls residents' behavior in accordance with institutional policies; maintains order and discipline, settles disputes.

Initiates requisitions for supplies and equipment.

Supervises and participates in the issuance, use, care and maintenance of recreation supplies and equipment; maintains inventory records.

Participates in establishing and maintaining a safe and orderly recreational environment.

Participates in in-service training and staff development programs for regulatory employed staff.

Discusses resident's current situation with resident; listens, offers suggestions, and helps resident with perception, self-realization or orientation in accordance with program goals and objectives.

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 programs implemented, supplies and equipment requisitioned, equipment and facilities cared for; written records and reports; (desired): improved morale, increased social interaction; physical, mental and social rehabilitation facilitated.

**RESPONSIBILITY:** Effective implementation of programs, leadership in recreation/activities and control of residents; proper care and maintenance of equipment and facilities.

**AUTHORITY:** To implement programs, schedule recreation/activities, initiate requisitions for equipment and supplies, recommend program changes, control residents' behavior in accordance with established procedures.

### **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; facilities and equipment used in a recreation program; the theory and philosophy of recreation and/or group work and its application to individual and group behavior; the principles of rehabilitation and treatment processes applicable to an institutional environment; first aid and safety practices and procedures.

**Skill/Ability to:** implement programs and provide leadership in recreational activities; motivate and maintain residents' interest in recreational activities; communicate verbally and in writing; establish and maintain effective interpersonal relationships; analyze situations accurately and take effective action.