



Job Title	Recreation Therapist	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	5	Job Code	18562

Class Specification – Recreation Therapist

Summary Statement:	
The purpose of this position is to provide programs and opportunities for youth and adults with disabilities to acquire skills which enable them to participate in leisure experiences of their choice and to enhance their abilities to function within a community setting.	
Essential Functions	Note: Regular attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Plan, implement, evaluate, and supervise the Therapeutic Recreation Program for youth and adults with a variety of disabilities including intellectual/developmental, physical/neurological, and emotional/behavioral. Ability to identify and understand multiple disabilities and developmental stages to adequately program activities and make appropriate recommendations. Fully understand adaptive equipment, program adaptations, and inclusion. Develop individual participant plans and set measureable and attainable goals.
20%	Train, supervise and evaluate full-time staff as well as seasonal staff, interns, and volunteers. Complete performance plans, evaluations, and provide daily feedback for staff growth and success. Interview, hire, train, supervise, and evaluate seasonal staff to work in summer camps. Coordinate and supervise the Therapeutic Recreation Internship that meets national standards by working with various universities and colleges throughout the nation. Train and supervise youth and adult volunteers to ensure safety ratios and increase the number of persons served. Facilitate staff meetings and provide staff with educational opportunities.
15%	Serve as an Americans with Disabilities Act (ADA) programming specialist and advocate for persons with disabilities. Be proficient with disability diagnoses, trends, and issues. Understand the ADA by implementing and applying its standards, and provide adaptations for City programs. Act as an information and referral source for educational opportunities for City and other community agency staff. Network and partner with local and statewide organizations.



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15%	Develop and monitor annual program budget to include researching local/federal grants and alternative funding sources.
10%	Develop community relationships and network with local and statewide organizations and advocacy groups serving persons with disabilities to provide a valid and efficient continuum of service.
10%	Perform administrative functions including gathering and reporting statistics; monitoring contracts; reviewing expenditures, registrations, and transportation schedules.

Competencies Required:	
Human Collaboration Skills:	Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Reading:	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math:	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing:	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:	
Skilled in a Technical Field:	Work requires a comprehensive practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.



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<p>Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.</p> <p>Education: Bachelor’s degree from an accredited college or university with major coursework in therapeutic recreation or a related field.</p> <p>Experience: Three years of full-time recreation therapist and program administration experience including two years of supervisory experience.</p>

<p>Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.</p>	
Certified Therapeutic Recreation Specialist (CTRS)	Medication Administration Certification
CPR/First Aid	
<p>Certifications required in accordance with standards established by departmental policy.</p>	

<p>Supervision Exercised:</p> <p>Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.</p>
<p>Supervision Received:</p> <p>Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.</p>

<p>Fiscal Responsibility:</p> <p>Prepare yearly budget for all program functions to include personnel. Monitor expenditures to ensure budget compliance.</p>

<p>Physical Demands:</p> <p>Exerting up to 75 lbs. occasionally; 10 to 25 lbs. frequently; or up to 10 lbs. constantly; and requires walking or standing to a significant degree. Involves transferring individuals with disabilities and moving adaptive equipment frequently.</p>
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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Several Times per Month
Wetness and Humidity	Several Times per Month
Respiratory Hazards	Seasonally
Noise and Vibrations	Several Times per Month
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Occasionally

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: December 2016