

CLASS TITLE: RECREATION LEADER (ACI)

Class Code: 02117400

Pay Grade: 615A

EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize and supervise indoor and outdoor recreational activities for inmates of an adult correctional institution; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior who outlines a general recreational program to be followed; considerable latitude is allowed in planning details of work; work is reviewed for conformance to the recreational needs of the inmates, and policies of the institution.

SUPERVISION EXERCISED: Generally none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize and supervise indoor and outdoor recreational activities for inmates of the A.C.I.

To arrange for suitable entertainment by interested persons or groups from outside the institution.

To plan holiday activities for the inmates.

To encourage inmates to take part in recreational activities according to their talents or physical condition.

To select motion pictures for presentation within the institution.

As required, to arrange for transportation of inmates to and from places of recreation and entertain.

To maintain discipline in recreational groups and enforce security protocols.

To be responsible for the cleanliness and orderliness of recreation areas; inventory all equipment, and report any lost or stolen items.

To ensure that all recreational and surrounding areas are kept in safe and secure order.

To care for equipment used in recreational activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A familiarity with the theory and practice of leisure time activities, the planning of athletic events and the direction of group activities; the ability to organize and supervise social and recreational programs; the ability to develop and maintain the interest of inmates in social and recreational activities; the ability to maintain discipline; the ability to devise play and recreational programs to fit particular needs of the institution; the ability to enforce inmate security standards; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of twelve school grades; and

Experience: Such as may have been gained through: employment in group leadership of organized private or public child and adult social and recreational programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Created: December 30, 1990

Editorial Review: 3/15/03