

The Maryland-National Capital Park and Planning Commission

TITLE: Therapeutic Recreation Specialist II **GRADE:** G **CODE:** 3309
SERIES: Recreation **DATE:** 1/13/88

Class Definition

Under direction, performs professional recreation work, involving moderate responsibility, complexity, and variety for individuals who are disabled. Plans and coordinates therapeutic recreation programs for various special populations groups (i.e., mentally retarded, learning disabled, hearing impaired, emotionally disturbed, etc.). Programs generally serve children, teens, and adults and are normally one-time events serving resident on a county-wide basis. Also includes supervision for adapted aquatic programs and several other on-going programs requiring a moderate degree of expertise in the area of therapeutic recreation. Performs other related duties as assigned.

Examples of Important Duties

1. Plans, coordinates, and implements special events programs. Plans organizes 12 - 14 events per year which serve individuals with disabilities and their families on a county-wide basis (e.g. amusement park trips, boat cruise, mini-overnight trips, pools party, holiday party, theater trips, etc). Travel may also include trips requiring overnight accommodations. Schedules staff, hotels, facilities, transportation, etc. Accepts reservations and fees from program participants.
2. Coordinates adapted aquatics programs. Hires and supervises intermittent staff certified in aquatics (e.g., water safety instructors, senior lifesaving, adapted aquatics, pool operators, etc.), to work in on-going aquatics programs throughout the county. Schedules intermittent staff, facilities, and equipment.
3. Coordinates year-round programs. Coordinates several other recreation programs serving individuals with disabilities through providing bowling, a two-week special arts program, beep ball, etc. Hires and supervises intermittent staff and schedules facilities, equipment, etc. Provides transportation using Commission vehicles or by contracted school buses. Accepts program registration forms and fees.
4. Coordinates Division's Volunteer Program. Includes recruitment, selection, training, placement, and recognition of the volunteers in various programs for individuals with disabilities. Includes meeting with citizen groups, schools,

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Examples of Important Duties (Continued)

etc., to maintain and attract appropriate individuals.

5. Publicizes programs. Write articles, newsletter, and prepares fliers, news releases and ads to publicize programs and events. Sends promotional materials to news media and maintains mailing lists of individuals and groups interested in special recreation programs.
6. Prepares program budget estimates. Prepares requests for programs in area of responsibility and submits for approval. Submits purchase requests and check requests. Monitors expenditures within approved budget. Writes periodic administrative reports.

Important Worker Characteristics

- A. Good knowledge of (1) Therapeutic Recreation; (2) general recreation; (3) Commission activities*; (4) Commission organization~; (5) pool operation; (6) adapted aquatics; (7) assessment tools; (8) Commission policy and procedures*; (9) Equal Employment Opportunities; (10) First Aid/CPR*; (11) Merit System regulations*; (12) office practices; (13) disabilities; (14) supervision.
- B. Skill in operation of (1) auto; (2) calculator; (3) TDD (Teletype System for Hearing Impaired); (4) video equipment*; (5) various assistive devices* (i.e., wheelchairs, prosthesis, hydraulic lifts, etc.); (6) adapted recreation equipment.
- C. Ability to (1) apply principles to solve practical problems; (2) read routine reports and correspondence; (3) write routine reports and correspondence; (4) use proper spelling; punctuation, and grammar; (5) make oral presentations to large groups; (6) communicate clearly; (7) organize work efficiently; (8) provide courteous service.

* Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's Degree or four years of progressively responsible experience in Therapeutic Recreation or related field (i.e., special education, vocational rehab, etc.) and two (2) years

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Minimum Qualifications (Continued)

full-time professional experience; or

2. An equivalent combination of education and experience.
3. Valid Maryland driver's license, or the ability to acquire one.

Working Conditions

Works in office and community. Works long hours, evening, weekends, and occasionally holidays. Some driving. Deals with a variety of individuals with a variety of disabilities, including some with aggressive and unpredictable behavior.