

The Maryland-National Capital Park and Planning Commission

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

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*; (g) 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.