



## The Maryland-National Capital Park and Planning Commission

**TITLE: Therapeutic Recreation Specialist III GRADE: H CODE: 3310**  
**SERIES: Recreation DATE: 1/13/88**

### Examples of Important Duties (Continued)

objectives for Division. Acts as a liaison and/or resource with other area personnel within the Department on a regular basis. Reviews Commission policies and procedures and serves on committees to ensure that Commission facilities and programs provide equal access and enjoyment to individuals with disabilities.

6. Coordinates externally. Includes case coordination with cooperating agencies/facilities. Initiates formal agreements with other agencies. Refers participants to outside services (i.e., employment, educational, medical, etc). Meets with citizens, community groups, schools and other governmental agencies to identify needs, plan programs, and answer questions about recreation programs. Investigates complaints.
7. Maintains records of revenue and expenditures, supplies and equipment, time cards, and program participants. Writes periodic administrative reports.

### Important Worker Characteristics

- A. Considerable knowledge of: (1) therapeutic recreation; (2) disabilities; (3) general recreation; (4) assessment tools; (5) Commission activity organization, policy and procedures;\* (6) equal employment opportunity; (7) First Aid/CPR; (8) Merit System regulations;\* (9) office practices; (10) supervision.
- B. Skill in operation of (1) auto; (2) calculator; (3) TDD (Teletype Systems for Hearing Impaired); (4) video equipment; (5) outdoor equipment; (6) microcomputers; (7) various assistive devices (i.e., wheelchairs, prosthesis, hydraulic lifts, etc.); (8) audio-visual equipment; (9) adapted recreation equipment.
- C. Ability to: (1) solve complex problems involving many variables; (2) calculate fractions, decimals, and percentages; (3) read routine reports and correspondence; (4) write routine reports and correspondence; (5) use proper spelling, punctuation, and grammar; (6) make oral presentations to large groups; (7) communicate clearly; (8) organize work efficiently; (9) provide courteous service.

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Important Worker Characteristics (Continued)

- \* Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's Degree or four years progressively responsible experience in Therapeutic Recreation and/or related field, (i.e., special education, vocational rehabilitation, etc.) and four years professional experience in community-based therapeutic recreation programs, at least one of which involved supervision of others; 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 in community. Works long hours, evenings, weekends and occasionally holidays. Some driving. Deals with a variety of individuals with a variety of disabilities, including some with potentially aggressive and unpredictable behavior. Responds to crisis intervention situations.