

## The Maryland-National Capital Park and Planning Commission

**TITLE:** Therapeutic Recreation Coordinator      **GRADE:** I    **CODE:** 3311  
**SERIES:** Recreation                                      **DATE:** 1/13/88

### Class Definition

Under direction, assists in the overall development and administration of the Division's leisure programs and services for individuals with disabilities (i.e., mentally retarded, learning disabled, etc). Provides technical assistance in the area of therapeutic recreation and on other issues related to disabilities. Plans, develops, and administers an administrative system (e.g., budget, accounting, purchasing, personnel) for the Division. Performs other related duties as assigned.

### Examples of Important Duties

1. Plans, schedules, and assigns work. Evaluates work and counsels staff on ways to improve performance. Selects and trains staff. Initiates disciplinary action. Approves time cards and leave requests.
2. Assists and defines goals and objectives for the Division in accordance with needs of Commission. Assists in the development of policies and procedures. Keeps records on work completed. Submits periodic reports on units performance.
3. Monitors Division operations. Assists in defining Division goals and objectives and overall management of Division programs and services. Assists manager in development of policies and procedures. Informs Division Manager on current issues (equipment, policies, staff recruitment and training). Serves in the absence of the Division Manager.
4. Assists in management of Division budget. Assists with annual budget preparation. Monitors revenues and expenditures. Reviews, approves, and submits purchase requisitions, check requests, and initiates contracts. Coordinates the administration of grants. Assists in the design of R.F.P., and bid specifications. Obtains and evaluates bids and price quotes. Coordinates with Finance and Legal Department. Solicits donations and scholarships.
5. Writes Division policies, procedures, and manuals. Coordinates and develops technical training workshops for intermittent staff. Training areas include medical aspects of disabilities, behavior management, First Aid, characteristic information, etc.
6. Coordinates externally. Meets with citizens, community and

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### Examples of Important Duties (Continued)

advocacy groups, Board of Education personnel, Planning Board, County Council staff and other local, state and federal government agencies staff to identify needs, plan programs and represent the Department on issues related to leisure services for individuals with disabilities. Give presentations at state, national and local workshops and conferences.

7. Public Relations. Writes Division quarterly newsletter, articles, newsletters, flyers, news releases and public service announcements. Helps develop and edit Division's seasonal program brochures. Maintains Division's mailing list of individuals and groups interested in special recreation programs. Coordinates the Division's Advisory Board.
8. Reviews technical literature and conducts studies to investigate administrative policies, procedures, practices, and equipment. Evaluates current and proposed systems. Develops new systems. Writes technical reports.
9. Coordination of Division's transportation system, including driver training, vehicle maintenance, safety, and scheduling for vehicles including vans, buses, and cars. Some vehicles are specially equipped with hydraulic lifts, hand controls, two-way radios, etc.
10. Performs statistical analyses (e.g., regression). Designs and prints reports, tables, and graphs.
11. Coordinates internally. Serves on Departmental committees which includes reviewing Commission policies and procedures and serves on committees to insure that Commission facilities and programs provide equal access and enjoyment. Assists in making recommendations for all facilities developed in the Department to insure compliance with various building codes concerning physical access to various individuals with disabilities.

### Important Worker Characteristics

- A. Considerable knowledge of (1) therapeutic recreation; (2) park and recreation administration; (3) supervision; (4) disabilities; (5) Commission organization, policies and

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Important Worker Characteristics (Continued)

procedures;\* (6) budget procedures and principles; (7) statistical analyses; (8) County, State, and Federal building codes on accessibility; (9) standards on community based therapeutic recreation programs; (10) grant procurement; (11) legislation and regulations affecting individuals with disabilities; (12) Merit System regulations;\* (13) Equal Employment Opportunity principles; (14) Cardiopulmonary Resuscitation (CPR)/ First Aid; (15) transportation systems; (16) office practices - (also includes coordination of supplies and equipment for all Division programs).

- B. Skill in operation of (1) auto; (2) T.D.D.; (3) various assistive devices for individuals with disabilities (i.e., wheelchair, hydraulic lift); (4) microcomputer; (5) user-friendly computer software; (6) audio visual and video equipment; (8) outdoor equipment; (9) adapted recreation equipment.
- C. Ability to (1) solve complex problems involving many variables; (2) analyze data; (3) read technical reports and correspondence; (4) write technical 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; (10) read and interpret architectural drawings and specifications.

\* Developed primarily after employment in this job class.

Minimum Qualifications

- 1. Bachelor's Degree or four years progressively responsible experience in Therapeutic Recreation or related area of study\* (i.e., special education, recreation administration, human development, etc.) and five years of professional/managerial experience in the field or

Master's Degree or six years progressively responsible experience in Therapeutic Recreation or related area and three years managerial experience;\* or

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Minimum Qualifications (Continued)

2. An equivalent combination of education and experience.
  3. Valid Maryland driver's license or the ability to acquire one.
- \* One Degree must be in Therapeutic Recreation or related study. The other may be in Public or Business Administration or a similar area.

Working Conditions

Works in office. Some driving. Considerable pressure to meet deadlines. Works long hours, evenings, weekends and occasional holidays. Responds to crisis intervention situations.