# ASHEVILLE, NORTH CAROLINA

**Classification Specification**

# Coordinator, Therapeutic Recreation
# Job Code: 5115
# FLSA: Exempt

## Purpose of Classification:

The purpose of this classification is to plan and manage operations and staff involved in providing therapeutic recreation programming for youth and adults with disabilities and to supervise operations at an assigned recreation center.

## Distinguishing Characteristics:

This is a single level classification.

## Essential Functions:

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and department management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and

provide technical expertise; provides progress and activity reports to Assistant Director, Parks and Recreation and Director, Parks and Recreation; and updates and maintains department standard operating procedure manuals.

Plans, develops, and implements therapeutic recreation programming, such as summer camps, athletic programs, and leisure activities: plans, develops, schedules, and coordinates a variety of related programs, activities, and events; creates and distributes related marketing materials; manages and maintains participant registration and medical information; creates and administers individualized assessments for youth with disabilities; creates person-centered plans for participants; and coordinates with other department staff, as well as service providers within and outside of the disabilities community, to provide recreational opportunities to ensure implementation of best practices regarding adaptions and accommodations for youth and adults with disabilities.

Assists in developing and implements goals, objectives, policies, procedures, and programs for area of assignment: researches, assesses, and develops strategies to meet current and future issues and concerns regarding recreational and leisure needs for individuals with disabilities; formulates and develops programs, work methods and practices, policies, standard operating procedures, and training programs; and identifies and implements needed changes, modifications and/or enhancements.

Supervises operations of assigned recreation center: manages and maintains facility calendar; schedules facility use; coordinates user groups, rentals, and therapeutic programs; monitors, maintains, and initiates requests for custodial services and maintenance and repair needs of facilities and equipment; and monitors implementation of rules, regulations, policies, and procedures.

Develops and implements budget for area of assignment: recommends budget outlays for staffing, equipment, facility improvements, programs, and events; prepares and processes purchase orders for supplies and materials; prepares and submits deposits; monitors revenues and expenditures to ensure compliance with approved budget; and prepares, maintains, and submits related financial reports and documentation.

Performs customer service functions: receives and responds to questions, complaints, and concerns regarding therapeutic programs, events, and activities; provides information and answers questions; and initiates problem solution.

Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, rules, and regulations: maintains an awareness of new issues, methods, equipment, trends and advances in therapeutic programming and activities and inclusion; reads professional literature; participates in allied organizations and committees; and attends meetings, conferences, workshops, and training sessions as appropriate.

Communicates with supervisor, subordinates, other City employees, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, medical records, individualized education plans, attendance records, schedules, payroll, timesheets, invoices, checks, assessment goals, progress notes, behavior management plans, contracts, agreements, applications, employee performance appraisals, budget and financial documentation, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; operates general office or other equipment as necessary; and operates sports equipment, adaptive and assistive devices, kitchen equipment, scoreboards, or other equipment and supplies to complete essential functions.

## Additional Functions:

Performs other related duties as required.

## Minimum Qualifications:

Bachelor's Degree in Therapeutic Recreation, Recreation Therapy, or related field required; supplemented by three years of experience in implementing leisure programming for special needs populations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid North Carolina driver's license. Must possess and maintain the following additional certifications or licensures: Licensed Recreational Therapist; Certified Therapeutic Recreation Specialist; CPR; First Aid; and AED.

**Specific Knowledge, Skills, or Abilities**: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

## Performance Aptitudes:

**Data Utilization**: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction**: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

**Equipment, Machinery, Tools, and Materials Utilization**: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude**: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude**: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA Compliance:

**Physical Ability**: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and

which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, smoke, temperature and noise extremes, hazardous materials, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

*The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*