

THERAPEUTIC RECREATION SPECIALIST

Position Code: 1144
WC Code: 9102
FLSA Status: Non-Exempt
Pay Grade: 351
Location: Talbert Recreation Center
Approval Date: 2021

General Statement of Duties

Under general direction of the Athletics Activities Manager of Parks & Recreation, the Therapeutic Recreation Specialist will oversee the planning, administration and implementation of recreation programs and services for people with disabilities, and the Town's participation in the Special Olympics Lake Norman program.

Distinguishing Features of the Class

An employee in this position is responsible for coordinating and supervising therapeutic recreation activities for youth, adults and senior with intellectual, physical, cognitive and emotional disabilities.

Therapeutic recreation provides leisure and athletic opportunities to residents ages 2 and older who have intellectual, cognitive, physical and emotional (dis)abilities

Duties and Responsibilities

Plan, organize and implement a comprehensive array of therapeutic programs and activities

Oversee the day-to-day operations of therapeutic programming and services

Manage multiple aspects of the Special Olympics Lake Norman area programs, including registration, athletes, volunteers, and Unified Sports participants

Develop and implement programming practices and maintenance procedures to ensure optimal safety

Oversee the hiring and supervision of subordinate staff and volunteers; assign and monitor duties

Conduct research to identify programs of interest and evaluate program effectiveness and viability; make recommendations for new programs or modifications of existing programs to meet residents' needs

Serve as a liaison for the department's ADA and reasonable modification representative

Work collaboratively with agencies to expand existing partnerships or create new ones

Prepare monthly programming, cost recovery and revenue reports

Manage and monitor program finances, expenditures, inventory, and supplies

Secure all ADA-related documents required for the Department's CAPRA accreditation process

Meet with parents and help staff develop inclusive program participant plans for people with disabilities

Lead or assist with training staff on how to work with people with disabilities in a programming setting

Perform other duties as assigned

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Knowledge of philosophy, principles, practices and trends of parks and recreation therapeutic programs and services

Ability to plan, organize, coordinate and implement comprehensive therapeutic recreational programs, including inclusive programs and programs exclusively for people with disabilities

Ability to work independently with limited supervision

Ability to communicate effectively, both orally and in writing

Knowledge of Microsoft Office and office equipment

Ability to establish and maintain effective working relationships with co-workers, outside agencies and the public

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pulling, pushing, lifting, grasping, talking and hearing.

Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or 10 pounds of force frequently; and/or a negligible amount of force to move objects constantly.

Must possess the visual acuity to prepare and analyze data, do extensive reading, conduct visual inspections and use measuring devices.

Minimum Education and Experience

Graduation from a four-year college or university with a degree in Therapeutic Recreation, or a recreation and leisure-related field, with three years' experience in recreation programming for people with disabilities, or an equivalent combination of education and experience.

Special Requirement

CPR/First Aid/AED certification within six months of hire

CTRS (Certified Therapeutic Recreation Specialist) preferred

CPRP (Certified Parks and Recreation Professional) preferred