

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Recreation Leader 4		Class Code: 002FD4
	FLSA Status: Non-Exempt	Salary Schedule: PAT 4	Effective Date: 8-7-13
	Summary: Incumbent works at the journeyman level in a recreation program of a state correctional institution. Incumbent plans, organizes, coordinates and directs recreation activities of offenders.		

Duties:

- Plans, initiates, organizes and conducts recreational activities in one or more of the following program areas: holiday activities, swimming, arts and crafts and/or softball;
- Works with individual or a small group where offenders are withdrawn and/or resistive to treatment;
- Assists in directing volunteers in recreation;
- Recommends the purchase of recreation equipment and repairs damaged equipment;
- Maintains necessary records of programs and student evaluations;
- Handles and reports offender disciplinary problems arising from recreational events;
- Occasionally acts as coordinator in absence of Recreation Coordinator;
- Assists in instructing and coordinating the work of lower level staff;
- Performs related duties as required.

Job Requirements:

- Extensive knowledge of the rules and regulations of a variety of sports, games and other recreation activities;
- Considerable knowledge of the principles and practices of an institutional recreation program;
- Specialized knowledge of recreation and its value in a corrective and rehabilitative program;
- Specialized knowledge of both the basic philosophy of recreation and individual and group behavior;
- Ability to adapt procedures, methods, tools and techniques to specific situations;
- Ability to supervise the activities of offenders;
- Ability to establish and maintain harmonious relationships with offenders and handle disciplinary problems;
- Ability to maintain necessary records of programs and student evaluations.

Difficulty of Work:

Incumbent is involved in numerous activities requiring judgment in the interpretation and application of established guidelines. Work involves recurring tasks, but incumbent must frequently adapt standard rules and procedures of games and activities to meet the needs and limitations of the offenders. Supervision of large numbers of offenders during activities presents hazards and demands alertness in exercising authority

Responsibility:

Work assignments covered by standard rules and institutional procedures usually are not reviewed. Any deviations from the scheduled activities are discussed with the supervisor. Incumbent makes non-routine decisions while controlling recreational activities such as games and tournaments, in helping offenders to choose work projects and the materials to be used and working with resistive and/or withdrawn offenders.

Personal Work Relationships:

Work relationships are with institutional personnel to coordinate a schedule of activities for the offenders. Contacts are also with the offenders for the purpose of instruction and coordination of their recreational activities.

Physical Effort:

Keen observational and hearing skills are necessary to observe and be alert for possible dangerous situations. Incumbent may be required to lift up to fifty (50) pounds occasionally.

Working Conditions:

Incumbent will work in a correctional facility. Possibility of injury from offender altercations and assaults are present. Workplace environmental conditions may include heat or high temperatures and/or cold or low temperatures which may result in body discomfort. Infectious disease exposure may be possible.