

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**THERAPEUTIC RECREATION LEADER - 1189**

**DEFINITION:**

Under general supervision, to plan, develop, oversee, and instruct recreation and leisure activities for children, teens, and adults with disabilities, including physical activities, social activities, classes, and special events; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Plans, organizes, conducts, and evaluates activities for children, teens, and adults with disabilities;
- Works with individual participants in their daily living/personal needs during program attendance and provides personal care needs (e.g., feeding, changing diapers, lifting);
- Leads small groups and oversees volunteers during specialized recreation activities for all ages and disabilities;
- Works with a variety of social service agencies and citizen advisory groups to develop and determine neighborhood interest and participation in the program;
- Prepares publicity materials and attends community outreach events;
- Prepares lesson plans and schedules program activities to include dates, program costs, facility sites, equipment, and description of activities;
- Keeps up with and assists in training staff on dietary restrictions associated with disabilities and medical conditions, current terminology, seizure disorder management and safety techniques, assistive devices such as communication board and mobility aids, and behavior intervention/management techniques;
- Maintains equipment, supplies, and storage areas;
- Participates in program preparation to include lifting and carrying various items and performing general maintenance tasks on equipment and facilities;
- Completes reports and paperwork related to programs and participants;
- Registers participants and collects fees;
- Evaluates the progress of participants and maintains records;
- Enforces regulations and supervises the use of facilities; opens and closes recreation centers and related facilities;
- May lead the work of subordinates;
- Assists in training staff, interns, and volunteers;
- Represents the City at public relations events;
- Answers inquiries from the public.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Minimum 18 years of age. 1800 hours of recreation leadership experience which MUST include 200 hours of experience working with persons with disabilities; **OR** completion of 30 semester units or 45 quarter units, **AND** 200 hours of experience working with persons with disabilities; **OR** any combination of experience and education totaling 1800 hours which includes 200 hours of experience working with persons with disabilities. Possession of a valid California Class C Driver License.