

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

THERAPEUTIC RECREATION SPECIALIST - 1188

DEFINITION:

Under direction, to plan, organize, and administer specialized therapeutic recreation programs and activities on a Citywide basis for children, teens, and adults with disabilities; to provide direct program instruction; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, develops, organizes, and implements community programs and special events such as leisure education, camps, performances, outings, contests, and tournaments for children, teens, and adults with disabilities; publicizes programs and activities;
- Plans, conducts, and evaluates specialized recreation activities for all ages and disabilities and determines how to improve programs to meet population needs;
- Maintains liaison with and provides staff support, advice, and assistance to public and private agencies, recreation associations, community groups, clubs, businesses, school districts, parents, and the general public;
- Develops therapeutic goals, plans, and objectives for programs and participants to ensure programs are safe, accessible, and purposeful and completes evaluations of program goals;
- Prepares program submittals and evaluations;
- Conducts assessments of participants and determines their placement in programs;
- Prepares budget estimates for programs and events and monitors expenditures;
- Determines the type, content, and number of instructional classes to be offered in terms of City needs, interests, and budgetary limitations;
- Works with participants to meet program goals such as socialization, recreation, participation, and physical fitness;
- Assists in fundraising and makes presentations to organizations;
- Provides direct program leadership as necessary;
- Supervises, trains, and evaluates the work of subordinates, interns, and volunteers;
- Performs a wide variety of administrative tasks related to programs such as preparing reports, supervising the collection and deposit of fees, monitoring trust funds, and maintaining records;
- Administers and monitors contractual agreements for programs and activities;
- Answers inquiries from the public;
- Writes reports.

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.

A Bachelor's Degree in Recreation Therapy, Adaptive Physical Education, Special Education, Recreation, Physical Education, Psychology, Rehabilitation, Medical/Nursing, or a closely related field, **AND** one year of full-time experience leading a variety of recreation activities for persons with disabilities; **OR** college graduation with a Bachelor's degree, **AND** two years of full-time recreation administration experience including one year of full-time experience leading a variety of recreation activities for persons with disabilities. Qualifying recreation administration experience **MUST** include planning, directing, and implementing a variety of recreation programs and special events. Possession of a valid California Class C Driver License.