

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.

College graduation with 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.