

CORRECTIONS RECREATION SUPERVISOR

CODES/PAY RANGE

Class Code: 3432

EEO Code: E

Pay Range: 210

MAJOR FUNCTION

Responsible work in the organizing and conducting of various recreational programs within a correctional facility.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans and assists in the organization of athletic contests, group games and other athletic activities such as softball, volleyball, weight lifting, basketball, horse shoes, etc.

Acts as athletic event scorekeeper, referee or umpire. Sets up games and equipment for inmates' use.

Oversees the use of supplies and equipment. Cares for and maintains recreational facilities and grounds. Arranges for supplies and equipment purchases in accordance with county procedures.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the theory and administration of recreation as to the individual and group requirements. Must have leadership ability, ready to mix with various groups and maintain an effective relationship between associates, subordinates, and the public.

Ability to work in a correctional facility with inmates.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Recreation or Physical Education, and two (2) years of experience in education, physical education or recreation.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

(Corrections Recreation Supervisor continued)

ADA REQUIREMENTS

Physical Demands: Medium to Heavy work. Ability to see, hear, talk; flexibility in arms, back, legs. Ability to run, walk, stand, balance, reach, grasp, bend, stretch, crouch, climb. Ability to tolerate long term exposure to the sun.

Environmental Demands: Outside work. Ability to tolerate closed, confined spaces. Exposure to inmates.

Mental Demands: Ability to read and comprehend professional and technical manuals and journals; reports, summaries, memos, letters. Ability to speak clearly and concisely. Ability to write complex documents including memos, letters, reports. Ability to perform basic mathematical functions.

Revised 10/94