



Title: Recreation Specialist I

FLSA Status: (Non-Exempt)

BRIEF DESCRIPTION:

The purpose of this position is to provide support in the implementation of social, recreational, educational and employment services for individuals with a developmental disability ages 18 and over enrolled in the Adaptive Recreation Adult Day Program. This is accomplished by assisting with the scheduling and implementation of daily indoor and outdoor recreational activities. Other duties may include completing related tasks as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Participates in the implementation of daily activities such as arts and crafts, games, trips and outdoor activities. Assists in planning and scheduling, 40 hours a week, a wide range of age appropriate activities, which enhances socialization and personal growth and complies with the established individual goals of those enrolled in program. Ability to modify activities during program, to allow for full participation from all participants.
2	S	Maintains security and safety of facilities by following safety procedures and reporting potential behavioral issues among participants. Ability to assist in the management of various behaviors and identifying risk factors to not only the individuals served, but facility and staff members
3	S	Performs various routine clerical duties, prepares reports, maintains records, sorts and distributes mail
4	S	Assists in scheduling and training part time seasonal staff.
5	S	Serves as a Job Coach to those enrolled in Group Supported Employment (GSE). This includes overseeing and mentoring GSE staff, identifying GSE employees' strengths and weakness and modifying job responsibilities to reflect skill level. Reports progress and make recommendations for expanded job responsibilities.
6	S	Complies with all licensure requirements by Office of Licensing, Certifications and Regulations (OLCR), Home and Community Based Services (HCBS) and the Division of Developmental Disabilities (DDD). Ability to clear System Award Management (SAM) Clearance System and Office of the Inspector



General (OIG) List of Excluded Individuals/Entities Search (LEIE) Clearance System monthly and Child Protective Services (CPS) Registry annually.

JOB REQUIREMENTS:

-Description of Minimum Job Requirements	
Experience	1-2 years experience. Moderate previous experience required in the same or similar previous positions. The job requires a good working knowledge of common and uncommon techniques, methods, practices, procedures, use of forms, routines, etc., of a moderate to complex nature.
Education	High school graduation or equivalency.
Technical Skill	Basic technical skills. Work requires the use of standard, routine technical skills appropriate to the work environment of the organization.
Physical Demands	Work requires light or low amount of physical exertion. The job requirements for manual dexterity or physical manipulation are limited. The need for physical stamina and endurance is of minimal or low significance. The degree of physical strain produced on the job is somewhat taxing, but does not usually produce fatigue and require periods of rest. Freedom of movement exists, and the job does not confine the employee to a prescribed body posture. Body movement usually involves sitting and intermittent walking.
Contacts	Contacts are necessary to perform the job as work involves contacts for the purpose of explaining or discussing commonly encountered business matters such as how information was collected or the basis of a calculation. Contacts are frequently with other closely associated work units within the organization.
Responsibility	Work is performed in a dependent manner providing little freedom to exercise independent judgment or acting in a lead role.
Accountability	Decision/action situations have a negligible or minimal impact on the organization. Errors are immediately obvious and easily detected, causing little difficulty, cost or loss of time to correct.
Environment	Exposure to some undesirable or unpleasant environmental characteristics. Physical environment is generally safe and there is minimal health risk. No safety equipment or unusual precautions are required.
Safety	Work involves few, if any; duties that if incorrectly performed could present a safety risk to others.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic - Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.



Certifications & Other Requirements	Valid Arizona Class "D" Drivers License required upon hire. Community Infant, Child, Adult CPR and First Aid required within two weeks of hire. For positions within the Adult Day Program, a Prevention and Support (PS), Article 9, and Class 1 Fingerprint Clearance is required within 30 days of hire.
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OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “L”-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site, observing work duties, communicating with co-workers
Sitting	O	Desk work, meetings, driving
Walking	F	To other departments/offices, around work site
Lifting	O	Supplies, files
Carrying	O	Supplies, files
Pushing/Pulling	O	File drawers, tables and chairs
Reaching	R	For supplies, for files
Handling	R	Paperwork
Fine Dexterity	O	Computer keyboard, telephone keypad, calculator
Kneeling	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	R	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	R	From computer to telephone
Climbing	R	Stairs, step stools
Balancing	R	On step stools
Vision	C	Reading, computer screen, driving
Hearing	F	Communicating via telephone/radio, to co-workers/public
Talking	C	Communicating via telephone/radio, to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Standard office equipment, scanner, Microsoft Office, People Soft, television, wheelchair, electronic devices, vacuum, and two-way radios.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never		D Daily	W Several Times per Week	M Several Times per Month	S Seasonally	N Never
-Health and Safety Factors-						-Environmental Factors-				
Mechanical Hazards			N			Respiratory Hazards			S	
Chemical Hazards			N			Extreme Temperatures			N	
Electrical Hazards			N			Noise and Vibration			N	
Fire Hazards			N			Wetness/Humidity			S	
Explosives			N			Physical Hazards			N	
Communicable Diseases			R							
Physical Danger or Abuse			R							
Other										

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			R
Emergency Situation			O
Frequent Change of Tasks			O
Irregular Work Schedule/Overtime			R
Performing Multiple Tasks Simultaneously			F
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			N
Noisy/Distracting Environment			O
Other			

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	
Shop		Other	
Recreation/Neighborhood Center	X		