

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Adaptive Recreation Program Specialist

Department: Recreation, Parks, Historic and Cultural Affairs
Pay Range: \$18-22/Hourly
Job Status: Part Time; Day, Evenings and/or weekends (20-29 per week)

JOB SUMMARY

Provides and implements the therapeutic recreational scope of service for the City's therapeutic recreation services programs. Work is performed under Adaptive Recreation Supervision.

ESSENTIAL JOB FUNCTIONS

- Plans and implements activities and programs to meet the needs of individuals with various disabilities (year round activities and summer camps).
- Recruits and obtains instructors, schedules facilities, develops publicity, processes registration, monitors and evaluates activities, processes payments, and maintains statistical information on attendance and revenue.
- Facilitates inclusion of individuals with disabilities into recreation and parks activities.
- Coordinates externally with cooperating agencies. Meets with citizens, community and advocacy groups to identify needs, plan programs, answer questions about recreation programs and represent the Division on issues related to leisure services for individuals with disabilities.
- Recruits, trains, and supervises volunteers. Plans, schedules, and assigns work.
- Helps publicize programs and special events in newsletters, flyers, news releases and ads.
- Assists in budget preparation for programs and monitors revenues and expenditures. Prepares purchase requisitions and invoices.
- Makes independent decisions regarding programs or participants.

- Attends various meetings relating to department functions.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires background in adaptive and/or inclusive recreation. Certified Therapeutic Recreation Specialist or closely related field preferred. Experience working with individuals with disabilities. Requires one to two years job experience in related field.

Licenses or Certifications:

- May be required to possess and maintain Red Cross certificates for CPR and Standard First Aid. Training may be provided if needed.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Knowledge, Skills and Abilities:

- Good knowledge of basic customer service.
- Knowledge and understanding of developmental disabilities.
- General Knowledge and understanding of child development.
- Ability to modify and adapt programs to meet needs of participants
- Ability to be creative and flexible.
- Knowledge and understanding of inclusion services.
- Patience and passion for working with the adaptive recreation programs.
- Possess good attitude and commitment in providing recreation opportunities for individuals with disabilities
- Ability to effectively plan and organize group activities

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-35 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.