

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Activities Leader

Class Code: 51152
Pay Grade: N12

A. Purpose:

Develops and provides a variety of constructive activities through meeting inmates' or patients' treatment goals to facilitate desired changes in their attitudes and behaviors, increase or maintain their physical abilities, and enhance the quality of life for patients and inmates.

B. Distinguishing Feature:

The Activities Leader provides leisure opportunities by developing, coordinating, directing, and participating in a variety of physical education, art, recreation, social, and community activities. The Activities Center Coordinator schedules activities and acquires and maintains equipment for an activities center serving mentally ill and developmentally disabled individuals or inmates. The Activities Planner works in a state college recreation center supervising the operations and activities of the center and coordinating special events.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Organizes and directs individual and group activity programs to provide patients/inmates with recreational, social interaction, and leisure activity opportunities.
2. Instructs patients/inmates in various activities to improve their quality of life.
3. Observes and evaluates participation and skills in programs to modify activities to meet patients' needs and inmates' abilities.
4. Records participation in activities to document services provided through the program.
5. Organizes and directs special activities, parties, and volunteer recreation programs to provide social activities for patients and inmates to promote development of socialization and leisure activity skills.
6. Supervises the use and maintenance of recreational and occupational media and equipment to ensure proper operation and care of equipment.
7. Performs other work as assigned.

D. Reporting Relationships:

Typically incumbents do not supervise, but they may provide work direction to direct care staff or Correctional Officers.

E. Challenges and Problems:

Challenges include scheduling activities in a manner that does not conflict with other departments' therapies, adjusting activities in accordance with patient numbers and capabilities

and staff availability, and ensuring adequate supervision and safety of patients and inmates in programs.

Problems include motivating patients and inmates to participate in activities; and working with withdrawn, disruptive, and uncooperative patients and inmates.

F. Decision-making Authority:

Decisions include planning activities, media and equipment used in programs; determining appropriate activities for patients and inmates; and minor supply purchases.

Decisions referred include major equipment purchases, approving staff assignments, and dealing with serious disciplinary recommendations and plans.

G. Contact with Others:

Daily contact with patients and inmates to supervise and provide recreational activities and the volunteer coordinator to organize on and off grounds programs.

H. Working Conditions:

The incumbent works directly with potentially violent, verbally and physically abusive patients and inmates in an institutional and correctional setting. The incumbent operates or assists patients and inmates with a variety of woodworking, craft making, and art related equipment that could potentially cause serious injury to the incumbent, patient, and/or inmate.

I. Knowledge, Skills and Abilities:

Knowledge of:

- methods, techniques, and purposes or goals of recreational activities programming in relation to a rehabilitation setting;
- physical education, art, recreation, and social activities appropriate for incarcerated individuals;
- the occupational hazards and necessary safety precautions applicable to physical education, art, recreation, and social activities; and
- basic work direction skills and techniques.

Ability to:

- communicate and document information and decisions logically, accurately, and concisely;
- maintain records and create basic reports;
- make proper responses to recreational safety and institutional facility security problems;
- plan, assign, and direct the work of others;
- establish and maintain effective working relationships with inmates, correctional personnel, and representatives of public and private agencies;
- effectively analyze situations and exercise judgement and discretion in interpreting and applying departmental policies and institution operations memoranda and procedures;
- remain calm during stressful situations.