

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Activities Planner

Class Code: 70250

Pay Grade: GE

A. Purpose:

Plans and conducts recreational activities; and coordinates, conducts, and supervises special projects and activities to ensure entertainment and exercise to students.

B. Distinguishing Feature:

The Activities Planner works in a state college recreation center supervising the operations and activities of the center and coordinating special events.

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.

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. Plans, conducts, and supervises recreation activities to provide entertainment and exercise opportunities for students.
 - a. Schedules and monitors use of recreation center and equipment.
 - b. Schedules and assigns duties to volunteers and work-study students.
2. Plans and conducts special projects and activities held in the activities center to provide a variety of activities and entertainment for students.
3. Maintains and writes records and reports to ensure the accountability of equipment, personnel, and patients.
4. Enforces institution rules and regulations to ensure the orderly operation of recreation area and equipment.
5. Performs other work as assigned.

D. Reporting Relationships:

Typically supervises volunteers and work-study students.

E. Challenges and Problems:

Problems solved by the incumbent include scheduling activities, special projects, use of equipment, and work schedules around other college events.

F. Decision-making Authority:

Decisions include training and scheduling volunteers or work-study students and scheduling, planning, and implementation of activities and special events.

Decisions referred include equipment purchases and final approval of events.

G. Contact with Others:

Daily contact with students and the public who use the recreation center; weekly and monthly contact with college personnel, special events persons such as entertainers through special events programming, and volunteers working on activities.

H. Working Conditions:

The incumbent works in a recreation center.

I. Knowledge, Skills and Abilities:

Knowledge of:

- methods and techniques of recreational activities;
- recreational planning and organizing techniques;
- rules and regulations of common sports.

Ability to:

- direct and instruct individuals and groups participating in structured activities,
- determine appropriate activity assignments for individuals,
- maintain discipline with an individual or group participating in recreational activities,
- communicate information clearly and concisely to others.