

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Activities Leader

Class Code: 051152

Pay Grade: GF

A. Purpose:

Develops, coordinates, and provides a variety of physical education, art, recreation, social, community, and volunteer activities to meet inmates' or patients' treatment goals by facilitating desired changes in attitudes and behaviors, increasing or maintaining physical abilities, and enhancing the quality of life for patients and inmates.

B. Distinguishing Feature:

The Activities Leader provides recreational activities for patients in a human services or correctional setting by developing, coordinating, directing, and participating in a variety of physical education, art, recreation, social, community, and volunteer activities.

The Activities Center Coordinator schedules activities and acquires and maintains equipment for an activities center serving mentally ill and developmentally disabled people or inmates.

The Activities Planner works in a state university recreation center or in a human services recreation center supervising the operations and activities of the center and coordinating and conducting 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, plans, and directs individual and group activity programs to provide patients or inmates with recreational, social interaction, and leisure activity opportunities.
2. Instructs patients or inmates in various activities to improve his or her quality of life.
3. Observes and evaluates participation and skills in activities and modifies activities to meet patients' needs and inmates' abilities.
4. Records participation in activities to document services provided through the program.
5. Organizes, coordinates, and directs special activities, parties, and community events and volunteer programs to provide social activities for patients and inmates to promote development of socialization and leisure activity skills and support the needs of the facility and community.
6. Assists with management of the activities center and oversees 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, Correctional Officers, or volunteers.

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, ensuring adequate supervision and safety of patients and inmates in programs, coordinating special activities, and recruiting and directing the work of volunteers.

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 training and directing the work of volunteers, planning activities, media and equipment used in programs, determining appropriate activities for patients and inmates; and minor supply purchases.

Decisions referred include major purchases, approving staff assignments, personnel issues, 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 with volunteers and volunteer groups to coordinate activities.

H. Working Conditions:

The incumbent has daily contact with potential hostile or explosive patients and inmates in a human services setting and correctional setting. The incumbent operates or assists patients and inmates with a variety of woodworking, craft making, art-related equipment, and exercise 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;
- 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.