

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Activities Center Coordinator**

**Class Code: 051153**

**Pay Grade: GG**

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### **A. Purpose:**

Develops, coordinates, instructs, and supervises activities staff and various activities programs to ensure the provision of an activities center in accordance with department objectives and institutional goals and policies.

### **B. Distinguishing Feature:**

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 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 Planner works in a state university recreation center or in a human services setting 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 which may be found in positions of this class.)*

1. May supervise subordinate staff to ensure that the objectives of the work unit are met.
  - a. Interviews and selects staff.
  - b. Provides training and work direction.
  - c. Approves leave requests.
  - d. Addresses staff problems and recommends disciplinary action.
  - e. Conducts performance appraisals and completes performance documents.
2. Teaches proper use and maintenance of activities equipment and inspects equipment to guarantee proper working order and safety of staff, patients, and inmates.
3. Monitors inventory and supply expenditures to maintain necessary materials for program operation and to prevent overallocation of funds in supply budget.
  - a. Inventories and orders supplies for the Activities Center.
  - b. Monitors expenditures according to program budget restrictions.
4. Plans, organizes, promotes, instructs, and supervises recreational and activities programs to provide services for individuals or groups participating in activities programs.
5. Develops and maintains intra and inter-departmental working relationships to facilitate coordinated delivery of services to clients and inmates.
6. Performs other work as assigned.

### **D. Reporting Relationships:**

The incumbent may supervise Activities Leaders and volunteer staff.

#### **E. Challenges and Problems:**

Challenges include efficiently scheduling and coordinating the activities center and staff; training staff in proper use of activities center equipment, authorizing and monitoring expenditures within budget limits, and effectively supervising and evaluating activities.

#### **F. Decision-making Authority:**

Decisions include supply and contractual service purchases, selection and approval of activities and materials in the activities center, and maintenance of equipment.

Decisions referred include capital asset purchases, travel requests, and workshop attendance.

#### **G. Contact with Others:**

Daily contact with Therapeutic Recreation Specialists and Coordinators and patients and inmates to provide recreational activities; frequent contact with accounting and budgetary staff to receive budgetary guidance, and with other agencies and colleges to arrange community 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:

- recreational activities methods, techniques, purposes, and goals in relation to patient, inmate, center, and institutional goals;
- budget monitoring and purchasing;
- effective methods of supervision.

Ability to:

- relate to and deal tactfully with patients, inmates, staff, and other departments and agencies;
- develop, monitor, and evaluate the impact of new or revised policies on service delivery;
- monitor expenditures within a budget;
- direct recreational activities;
- train and instruct staff.