

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS LEISURE ACTIVITIES SPECIALIST II

POSITION CODE: 09812
Effective: 12-20-01

DISTINGUISHING FEATURES OF WORK:

Under general supervision, plans for and independently develops and provides a program of leisure activities in a state correctional facility; assesses the needs of residents, develops program recommendations and participates in the implementation of services.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, organizes and develops comprehensive leisure activities for individuals and groups; develops and recommends creative activities to meet specific needs of resident groups such as leisure activities for special management offenders.
2. Organizes and coordinates major recreational activities which do not require the direct supervision of subordinate staff, and intramural sports; coordinates free-play, intramural and varsity leisure activities, which involve events both in and away from the facility.
3. Assesses leisure time activities needs of residents and prepares reports for the supervisor; prepares periodic reports indicating unit activities, unusual incidents and problem areas.
4. Provides instruction in program techniques and supervises residents engaged in leisure activities.
5. Participates in organizing cultural arts activities and seeing that all necessary supplies and equipment are available; may assist in organizing art shows and transporting exhibit items to other facilities and community art shows.
6. Interprets the programs and goals of the leisure unit to other facility personnel; attends leisure program staff meetings.
7. Coordinates resident social organizations and entertainment programs coming into the facility; supervises resident helpers assigned to leisure program.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

CORRECTIONS LEISURE ACTIVITIES SPECIALIST II (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college, with a bachelor's degree in leisure studies, recreation, physical education, art education, fine arts, studio arts, graphics, color and design, therapeutic recreation, music, theater, or speech and communications.

Requires one-year professional experience in providing leisure activity recreation in an institution, community setting, physical education program, park district, school, community mental health center, etc.

Knowledges, Skills, and Abilities

Requires extensive knowledge of the methods, techniques and purposes of leisure activities.

Requires working knowledge of a range of leisure activities programs and skills development tailored to individual and program needs.

Requires extensive knowledge of arts and crafts instruction.

Requires working knowledge of Corrections regulations, policies and proper channels of communication as applied to the leisure time programming.

Requires working knowledge of the attitudes, problems and behavior of individuals and groups in a correctional setting.

Requires ability to carry out a major leisure program function in a facility which does not require the regular supervision of subordinate specialists.

Requires ability to maintain informative records and prepare reports and records.

Requires ability to recognize program areas in need of development or change.

Requires ability to work effectively with other staff and other services and agencies.

Requires ability to express ideas effectively, both orally and in writing.