

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS LEISURE ACTIVITIES SPECIALIST IV

POSITION CODE: 09814
Effective: 10-1-02

DISTINGUISHING FEATURES OF WORK:

Under general direction, plans, directs and supervises a staff of professional and support workers; plans, coordinates and directs staff in the overall leisure activity program, assigning work, giving oral reprimands, effectively recommends grievance resolutions; establishes annual goals and objectives; determines staffing needs to achieve program objectives; supervises all areas of leisure activities, including resident activities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, coordinates and directs staff in the overall leisure activity program, assigning work, giving oral reprimands, effectively recommends grievance resolutions; establishes annual goals and objectives; determines staffing needs to achieve program objectives; supervises all areas of leisure activities, including resident activities.
2. Develops, implements and monitors leisure time program activities in order to involve maximum participation from the entire resident population; provides for the training of subordinate staff in the methods, theory and principles of leisure and activities program supervision; coordinates volunteers in activity areas; selects and trains volunteers.
3. Confers with the facility chief and other administrative and professional staff on individual cases and general program.
4. Interprets work of leisure activity services to employees, field work students, volunteers and institution residents.
5. Participates in professional staff meetings, conferences, committees and institutes.
6. Reviews, analyzes and evaluates the ongoing program to determine need for revision or modification.
7. Supervises a staff development program for the leisure activity at the institution.

CORRECTIONS LEISURE ACTIVITIES SPECIALIST IV (Continued)

8. Reviews requests by supervisors for supplies, equipment and space.
9. Attends professional meetings and reports to staff on articles of professional interest in the leisure activity field and related services.
10. Writes reports and keeps records as required; reviews and analyzes reports from sections of the leisure service; recommends changes in procedures and methods.
11. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

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

Requires two years professional supervisory experience in leisure activity services, recreation, occupational, park district, and industrial therapy in an institutional or community setting.

Knowledges, Skills, and Abilities

Requires extensive knowledge of the full range of leisure activities programs and skills development.

Requires extensive knowledge of the procedures and principles of administration, organization and management.

Requires extensive knowledge of pertinent rules, regulations, procedures and statutory requirements of the Department of Corrections as pertains to operation of the leisure activities program at a facility.

Requires ability to organize and administer a complex program of leisure activities in a medium sized program.

Requires ability to train, supervise and develop staff members.

Requires ability to maintain a complete system of records.

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

Requires ability to make analytical observations.

Requires ability to organize, plan and schedule the work of the entire service.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.