

## **Parks and Recreation**

### **Therapeutic Specialist – Seasonal Full Time May-August**

### **(Potential to become full time year round)**

#### Essential Functions

The Town of Canton is seeking a Part-Time Recreation Therapeutic Specialist to support our Recreation Department. The Therapeutic Specialist implements recreational programming that is inclusive, adaptive, and appropriate for children, teens, and adults with varying abilities. The primary role of this position will provide support to our summer camps as well as be able to lead community outings and seasonal programming for youth teens and adults with disabilities. Additional tasks/program support may be required as needed.

#### Responsibilities:

The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Facilitate and implement specialized and inclusive group programming for individuals with varying abilities. Program opportunities include but are not limited to arts, dance, fitness, nature based, music, theatre and sports.
- Provide support to our summer camps and programs to those individuals who may need additional support.
- Practice effective group management and safety during all programs, community outings, and events.
- Foster an inclusive and supportive environment for all participants by adapting activities and directions to meet individual needs when necessary.
- Manage participant behavioral concerns when necessary.
- Communicate respectfully and effectively with parents, and participants.
- Ensure proper supervision of part time support staff during programs.

#### **SUPERVISION RECEIVED**

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

## **SUPERVISION EXERCISED**

The supervisor, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. The incumbent gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals, and procedures; resolves employee complaints and issues disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work.

## **ACCOUNTABILITY**

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, interruption of service, and poor internal or external customer service.

## **JUDGMENT**

The work involves numerous standardized practices, procedures, or general instructions that govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

## **COMPLEXITY**

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

## **NATURE AND PURPOSE OF CONTACTS**

Relationships are constantly with co-workers, the public, groups, and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations, or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

## **EDUCATION AND EXPERIENCE**

- Actively enrolled in or graduated from an accredited college/university program such as Therapeutic Recreation, Recreation Management, Special Education, Occupational Therapy, Psychology, Social Work, or Early Childhood Education is preferred.
- Experience working with individuals with disabilities strongly preferred.
- Strong interpersonal skills required; ability to work cooperatively and communicate well with others, verbally and in writing.

## **KNOWLEDGE, ABILITY, AND SKILLS**

**Knowledge:** Knowledge of the principles of recreation programming, current trends, and best practices in parks and recreation. Knowledge of recreation equipment, facilities, and program requirements for recreation activities on a community-wide scale. Knowledge of state laws, rules, and regulations governing summer camp operations.

**Abilities:** Ability to design marketing materials and content for social media. Ability to develop and maintain effective relationships with personnel in other Town departments, consumers, and the general public.

**Skills:** Excellent oral and written communication skills. Excellent supervisory and training skills. Excellent customer service and presentation skills. Excellent marketing skills.

## **WORK ENVIRONMENT**

The work environment involves everyday discomforts typical of offices, with exposure to outside elements. When working at recreation facilities, work environment may be varied. Incumbent may be required to work extended business hours in response to emergency situations or to attend evening meetings.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

### **Physical Skills**

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. May be required to move objects weighing more than 30 pounds.

### **Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes.

### **Salary**

\$22.00-\$25.00/Hr based on experience. Open until filled.