

Jurisdiction: City of Ithaca  
Jurisdictional Class: Competitive  
Adopted: 04/06/05  
Revised: 09/15/10, 12/16/20, 09/07/22

## **SPECIALIST IN RECREATION FOR INDIVIDUALS WITH DISABILITIES**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for independently planning, designing and delivering a variety of in-person and virtual recreation programs for both youth and adults with disabilities, with an emphasis on improving social, physical and cognitive abilities. Goals are developed to meet the needs of the participants and the programs overall. The work is performed under the general supervision of the Coordinator of Recreation Programs for Individuals with Disabilities with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. This class is distinguished from a Recreation Program Leader by its greater level of independence, its responsibilities for program planning and development, and because incumbents work exclusively with individuals with disabilities, which requires a knowledge and understanding of the unique needs of the individuals served. Supervision is exercised over part-time seasonal staff, student interns and volunteers. Incumbents may be assigned to work varied hours, including nights and weekends, related to program activity. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, researches, designs and conducts a variety of in-person and virtual activities and events for both youth and adult participants, in programs such as arts and crafts, music, drama, dance, aquatics, nature, social recreation, sports and games, exercise, cooking, or some other special activity or skill;

Coordinates the details of scheduled activities and events, including transportation, support staff, venue, and communication with families, participants, schools and caregivers;

Delivers afterschool and weekend recreation programs for youth;

Delivers day, evening and weekend recreation programs for adults;

Delivers recreation programs in schools, which includes building relationships with ICSD and BOCES teachers and classrooms;

Oversees summer camp programs for youth with disabilities;

Conducts assessments of potential program participants through interviews, observation of participant behaviors, speaking with family members or caregivers, school records, service plans, referrals from professionals, medical reports, or other related information;

Writes program and individual goals with a focus on increasing social, physical and cognitive skills;

Supervises, trains, and evaluates the work of part-time seasonal staff, student workers, student interns and volunteers;

Coordinates with and hires specialists and instructors for programs;

Collaborates with other Youth Bureau divisions and staff for programming and inclusion

Creates and maintains records, files and databases;

Prepares quarterly and annual reports related to program activities and goals;

Maintains contact information, including phone, mail and email lists, for participants, families, and related agencies;

Attends meetings and training related to program area;

Maintains, purchases and organizes equipment and supplies as needed for programs;

Provides transportation for participants by using a 12-passenger van or an accessible van with a wheelchair lift;

Cleans and sanitizes vans, equipment and rooms as required;

Oversees maintenance and cleaning of vans.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of the physical, social, cognitive, sensory and emotional characteristics of youth and adults with disabilities, including developmental disabilities, mental illnesses, physical disabilities and learning disabilities; good knowledge of adaptive strategies and techniques that are helpful with the developmental, physical, emotional and psychological issues that often occur during programming, and the ability to apply them while planning, implementing and delivering recreational programs; good knowledge of strategies and issues pertaining to programming for youth and adults with disabilities, including least restrictive environment, architectural barriers and accessibility, adaptive equipment, societal issues and current legislation pertaining to groups with disabilities; good knowledge of the policies, procedures, rules and regulations governing assigned recreational program areas; good knowledge of the Youth Bureau recreational programs, objectives and goals; good knowledge of community resources and recreation opportunities; good computer skills for use in virtual programming, database management, calendaring, and the promotion of programming on social media and websites; ability to plan and implement recreation programs for youth and adults with disabilities; ability to write and evaluate program and individual goals and complete program statistics; ability to conduct, write and interpret assessments of potential participants; ability to plan, organize, schedule and direct the activities of program participants; ability to plan, design, schedule and provide instruction in recreational activities, such as arts and crafts, music, drama, dance, aquatics, nature, social recreation, sports, games, cooking etc.; ability to plan and supervise summer camp programs; ability to write and maintain program budgets; ability to plan, train, lead and direct the work of seasonal staff, students and volunteers; ability to establish and maintain effective working relationships with others; ability to stimulate and maintain the interest of the participants; ability to communicate effectively both orally and in writing; ability to drive 12 passenger vans as well as safely and appropriately operate a hydraulic lift van with a securing strap system for people who use wheelchairs; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Possession of a Bachelor's degree in recreation, therapeutic recreation, physical education, sports management, special education, psychology, fine arts or any branch of the performing arts, or a closely related recreation or arts field; or
- (b) Possession of an Associate's degree in recreation, therapeutic recreation, physical education, sports management, special education, psychology, fine arts or any branch of the performing arts, or a closely related recreation or arts field and two (2) years of full-time paid experience, or its part-time and/or volunteer equivalent, working with individuals with disabilities in a recreation, educational or human services setting; or
- (c) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience described in (b); or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

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Notes:

1. College degrees in fields of study other than those specified in (a) and (b) above may be substituted for the required experience up to a maximum of two (2) years, in accordance with the following formula: 1 year college education = 6 months of qualifying experience.
2. College coursework that did not result in the attainment of a job-related degree as defined above may be substituted for a portion of the required work experience at the rate of:

Thirty (30) credit hours of job-related college coursework shall be the equivalent of one (1) year of full-time work experience

Provided, however, that in no event shall college coursework toward an Associate's degree be substituted for more than eighteen months of work experience if the Associate's degree has not been obtained; nor shall college coursework toward a Bachelor's degree be substituted for more than forty-two (42) months of work experience if the Bachelor's degree has not been obtained; nor shall college coursework toward a Master's degree be substituted for more than six (6) months of work experience if the Master's degree has not been obtained.

Note: College degrees must have been awarded by, and college coursework completed at, a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by, or college coursework completed at, an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

**SPECIAL REQUIREMENT:** Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.