

TITLE: Therapeutic Program Coordinator

PR/3-551

DEPARTMENT: Parks and Recreation, Fayette County

JOB SUMMARY: This position is responsible for coordinating therapeutic programs for the Parks and Recreation Department.

MAJOR DUTIES:

- o Coordinates Special Olympics events for Fayette County; plans, coordinates, and develops programs; enrolls and trains participants; supervises instructors and volunteers; secures facilities for events; supervises overnight trips; establishes financial requisitions; purchases supplies and equipment.
- o Schedules therapeutic program activities; instructs and supervises participants; secures and trains instructors and volunteers; secures facilities; develops marketing plans for programs; purchases necessary equipment; represents the county in the Georgia Recreation and Parks Association Therapeutic Sector.
- o Organizes transportation for Special Olympic events and therapeutic program activities for Fayette County.
- o Coordinates instructional athletic programs; schedules activities; secures instructors, facilities, and equipment.
- o Attends youth athletic association meetings and other district, state, and national meetings.
- o Administers National Youth Sports Association Clinics.
- o Administers CPR/AED Certification Clinics.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the principles and practices of therapeutic recreation.
- o Knowledge of current athletic trends.
- o Knowledge of computers and job related software programs.
- o Skill in public and interpersonal relations.
- o Skill in the recruitment and training of volunteers.

- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Parks and Recreation Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include county National Therapeutic Recreation Processes, Georgia Recreation and Parks Association rules and regulations, Special Olympics rules and regulations, county policies and procedures, state and federal laws, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied duties in the coordination of therapeutic programs. Strict regulations and procedures contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to coordinate therapeutic programming for the Parks and Recreation Department. Success in this position contributes to an effective parks and recreation program for area residents.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, educators, civic organizations, members of the Special Olympics Committee, volunteers, coaches, members of the news media, participants, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while standing or walking. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office or outdoors. The employee is exposed to occasional cold or inclement weather.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over part-time and volunteer personnel.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Possession of or ability to obtain CPR certification and AED certification.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.