

CLASS SPECIFICATION
Therapeutic Recreation and Inclusion Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, develops and manages the City's Therapeutic Recreation and Inclusion program which provides programs and services for the disabled community at Portland Parks & Recreation (PP&R) facilities and other community/agency sites; oversees daily program operations, supervises and reviews the work of staff and volunteers; develops and manages program budget; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Therapeutic Recreation and Inclusion Supervisor oversees comprehensive program activities for persons with disabilities who want to access PP&R sites, facilities and programs in a community setting. Incumbent develops, promotes and implements therapeutic recreation activities, events and classes, and provides consultation and training on structural and programmatic accessibility and inclusion issues. The incumbent has full supervisory responsibilities for staff and volunteers and collaborates with staff, parents, community members and non-profits to provide quality service to diverse populations.

The Therapeutic Recreation and Inclusion Supervisor is distinguished from other recreation supervisors by the need for expertise in the development and provision of recreational programs and services for the disabled community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve program mission, goals and performance measures; develops the annual program budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.

3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Plans, organizes, integrates and oversees the City's Therapeutic Recreation and Inclusion program development, implementation, administration and evaluation; collaborates with staff, parents, community members and other agencies; conducts needs assessments and identifies appropriate programs and activities to meet the needs of a diverse set of disabled participants; develops and implements program schedules; evaluates program effectiveness and initiates improvements; develops, implements and monitors the communication and enforcement of applicable City, bureau and program-specific policies, practices, procedures and rules, including those related to safety.
5. Contributes to training of PP&R managers and staff on therapeutic recreation services delivered in a public parks and recreation environment, disability services and inclusion related issues.
6. Represents the bureau to other city bureaus and other governmental agency on inclusion related concerns.
7. Makes public presentations to community organizations; researches, develops and submits funding proposals for specified programs; organizes and directs authorized fundraising activities for assigned programs.
8. Receives, investigates and resolves participant, staff, citizen, or user group inquiries, concerns, complaints and problems.
9. Develops, maintains and updates financial, statistical and other program-specific data, reports, records and databases, including pertinent demographic data and administrative and registration records; develops and prepares written reports and correspondence.
10. May provide backup to PP&R ADA Coordinator.

OTHER DUTIES

1. Represents the City in various community, regional, national and professional meetings and with committees or organizations related to areas of responsibility.
2. Keeps abreast of current trends in fields of responsibility by reviewing professional literature and participating in professional organizations.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Assessment, development and coordination of therapeutic recreation programs.

2. Methods, techniques and standards for programs for people with disabilities/special needs.
3. Techniques of behavioral management skills with the disabled community.
4. Issues and techniques for making reasonable accommodations to assist people with disabilities/special needs in recreation and leisure activities.
5. Current literature, trends and training in programs, education, services and service delivery to the disabled community.
6. Principles and practices of needs assessment, program implementation and program evaluation appropriate to assigned programs.
7. Applicable federal, state and local laws and regulations.
8. Safety management practices applicable to supervising participants in diverse recreational activities.
9. Principles and practices of sound business communication.
10. Community resources and potential funding/sponsorship sources.
11. Basic marketing and public relations practices and techniques.
12. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
13. Principles and practices of effective supervision.
14. City human resources policies and labor contract provisions.

Ability to:

1. Plan, develop, implement, manage and evaluate a comprehensive recreation programs and services for a diverse population of disabled people.
2. Organize, supervise, train, motivate and provide effective leadership to staff.
3. Develop, implement and enforce program policies, procedures and processes.
4. Understand, interpret, explain and apply City, state, and federal laws applicable to areas of responsibility.
5. Operate a computer and utilize standard business software and other standard office equipment.

6. Organize work, set priorities and exercise sound independent judgment within City and bureau guidelines.
7. Represent the City and bureau effectively in all external contacts, including those with community groups, national organizations, other bureaus and the public.
8. Prepare clear, concise and complete documents, reports and correspondence.
9. Maintain complete and current records.
10. Communicate clearly and concisely, orally and in writing.
11. Respond sensitively to community, tenant and participant issues and concerns.
12. Establish and maintain effective working relationships with managers, employees, volunteers, participants, representatives of other agencies, sponsors, tenants, the public and others contacted in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major coursework in therapeutic recreation, recreation, physical education or a closely related field; and at least four years of progressively responsible community-related recreation experience focused on serving people with disabilities, at least one of which was in a lead or supervisory capacity; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license. Certified Therapeutic Recreation Specialist preferred. Training and license to drive oversized or lift van and operate van equipment.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: July 1, 2008

June 2009 - Change Job Class number from 7813 to 30001029, due to system change.