

ROWAN COUNTY
PERSONNEL CHANGE NARRATIVE
NEW POSITION / RECLASSIFICATION / PROMOTION

2023 BUDGET YEAR

Department Name	Therapeutic Recreation	Department Number	6231
Position Title	Reclassify Therapeutic Recreation Specialist to Therapeutic Recreation Specialist II	Total Cost from Position Request; including wages, benefits and supplies/equipment	\$ 7,570
Justification <i>(please type in space below)</i>			
<p>The Rowan County Therapeutic Recreation Department respectfully requests to reclassify the position of Therapeutic Recreation Specialist (position #160902) to Therapeutic Recreation Specialist II (currently budgeted at \$39,525) with salary of no more than \$45,755 effective April 30, 2023. Therapeutic Recreation Specialist II will assume the added responsibility for operating the programs of Therapeutic Recreation, as well as supervisory responsibilities. A proposed job description is attached. This request has been reviewed by HR and they have recommended placement on grade 14 to compensate for these additional duties.</p>			

**ROWAN COUNTY
PAYROLL WORKSHEET
POSITION DETAIL - NON-LEO**

2023 BUDGET YEAR

Key in gray sections only

Department Name	Parks and Recreation				
Position Title	Reclassify position of Therapeutic Recreation Specialist to Therapeutic Recreation Specialist II (currently budgeted at \$39,525) with salary of no more than \$45,755 effective April 30, 2023.				
Hours (per week)	40	Increase	\$ 6,230.00	Grade	12 to 14
Position Title, Salary, Grade - confirmed with Human Resources:		Yes			

<u>Salary / Benefits</u>		Total Cost	Federal / State Reimbursement	Other Revenue	New County Funds Requested
Salary		\$ 6,230.00	\$ -	\$ -	\$ 6,230.00
Health Insurance	\$100 / Mo	-	-	-	-
Medicare	1.45%	91.00	-	-	100.00
Retirement	10.21%	637.00	-	-	640.00
Social Security	6.20%	387.00	-	-	390.00
Workers Comp (Varies)	0.25%	16.00	-	-	20.00
401(k)	3.00%	187.00	-	-	190.00
Total Salary / Benefits		7,548.00	-	-	7,570.00
		-	-	-	-
Total Equipment Costs		-	-	-	-
Total Cost		\$ 7,548.00	\$ -	\$ -	\$ 7,570.00

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Therapeutic Recreation Specialist II
Department: Parks & Recreation
Revised : January 2023

Class : Professional
FLSA: Non-exempt

This job description supersedes any prior description for the Therapeutic Recreation Specialist II classification.

GENERAL DESCRIPTION

Responsible professional level work in the coordination and supervision of recreational and leisure activities and programs for individuals with intellectual, physical, and developmental disabilities, as well as senior citizens, both frail and well. Supervision is provided to the Therapeutic Recreation Specialist I and volunteers who assist with the activities. Supervision is received from the Park Supervisor II of Ellis Park, who reviews work through periodic conferences and analysis of reports received.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Plans, schedules, organizes, and conducts a wide variety of recreational, artistic, social, and cultural activities in order to meet the needs of participants; arranges for transportation to program locations. Conducts the annual VIP Miniature Golf Tournament at Dan Nicholas Park and the annual VIP Fishing Tournament trip; and completes new participant assessments and registrations for participant transportation.

Develops a comprehensive recreation and leisure program for each disability group served and adapts these programs to ensure participant success, safety, and enjoyment; locates and contracts with instructors for specialized classes.

Serves as coordinator of Special Olympics Rowan County and oversees the implementation of Special Olympics sports, events, and fundraisers in the county.

Writes, presents, and administers grants for funding to supplement and enhance the quality of programs offered. Speaks to numerous civic groups regarding programs offered, recruits volunteers, and requests donations.

Hires, trains, and evaluates staff and student interns supervised. Provides clinical supervision for student interns who are completing internships as a degree and credentials requirement from the National Council for Therapeutic Recreation Certification (NCTRC) and the North Carolina Board of Recreational Therapy Licensure (NCBRTL)

Composes press releases and program brochures to promote activities.

Serves on multiple advocacy boards.

Maintains a variety of records; prepares a variety of reports.

OTHER JOB FUNCTIONS

Prepares the five year plan for the program.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of therapeutic recreation principles and methods of practice in a community setting.

Considerable knowledge of the equipment, areas, and facilities needed for special population groups and activities.

Considerable knowledge of the characteristics and limitations of medical, psychiatric, developmental disabilities, sensory impairments, or other disabling conditions.

Considerable knowledge of the design and implementation of therapeutic recreation activities.

Working knowledge of first-aid methods and safety precautions applicable to programs related to special populations activities.

Ability to supervise and coordinate the work of staff.

Ability to work effectively with special population participants to stimulate their interest.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with employees, officials, other developmental agencies, and the general public.

PHYSICAL REQUIREMENTS

The work in this class may include sitting, walking, running, bending, stooping, and lifting weights in excess of 150 lbs. with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places, climb ladders, step over obstacles, and step on and off machinery, etc. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity is normally performed without blood and body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Therapeutic Recreation, Recreational Therapy, or Recreation with an emphasis in Therapeutic Recreation and year of experience working in organized recreational programs for seniors or individuals with disabilities, or in a therapeutic setting is required; or have equivalent combination of education and experience. A valid driver's license is required. Certified Therapeutic Recreation Specialist (CTRS) by the National Council for Therapeutic Recreation Certification and a Licensed Recreational Therapist (LRT) by the North Carolina Board of Recreational Therapy Licensure (NCBRTL) is required.

**This job description does not create an employment contract,
implied or otherwise.**