

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS LEISURE ACTIVITIES SPECIALIST I

POSITION CODE: 09811

Effective: 12-20-01

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, functions at the beginning professional level by providing for the direct delivery of professional leisure time activities for residents of a state correctional facility, either individually or in groups; may assist in the planning and scheduling of program activities, preparation and maintenance of program records, equipment and supplies; instructs residents engaged in leisure activities, including team and individual sports, cultural arts (painting, music, dance, drama, literature), crafts and hobbies, physical fitness activities, games and social organizations; may provide leadership to resident helpers assisting with the leisure activities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides instruction in skills and techniques, and supervision for corrections residents engaged in leisure activities (e.g., demonstrating how to use a pottery wheel, or how to referee a basketball game); officiates at intramural sports competitions and gym activities, and coordinates with visiting teams during scheduled sporting events.
2. May participate in planning and coordinating leisure activities, providing for resident, including safety and security both in the facility and on out-of-facility activities; professional knowledge is applied in tailoring activities to meet the needs and capabilities of individuals in the activities.
3. May record frequency and quality of resident participation in activities; submits written reports to the supervisor identifying any unusual or special incidents occurring in the Leisure Time Unit.
4. Assists in purchasing supplies and equipment associated with recreation activities from sports or arts and crafts supply catalogs, recommending or advising purchases.
5. Monitors activities in the recreation center - table tennis, pool, weightlifting, games and puzzles - maintaining interest and safeguarding equipment.

CORRECTIONS LEISURE ACTIVITIES SPECIALIST I (Continued)

6. Assists in planning, development and implementation of cultural arts activities; disseminates bulletins pertaining to leisure activities to all institutional staff.
7. Coordinates resident organizations and resident entertainment activities and outside entertainment coming into the correctional center; assists in obtaining volunteer services from communities and colleges.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college, with a bachelor's degree in leisure studies, recreation, physical education, art education, fine arts, studio arts, graphics, color and design, therapeutic recreation, music, theater, or speech and communications.

Knowledges, Skills, and Abilities

Requires working knowledge of the methods, techniques and purposes of leisure activities.

Requires elementary knowledge of leisure activities programs and skills development tailored to individual needs.

Requires working knowledge of arts and crafts instruction.

Requires elementary knowledge of corrections regulations, policies, and proper channels of communication as applied to the leisure time programming.

Requires elementary knowledge of the attitudes, problems and behavior of individuals and groups in a correctional security setting.

Requires ability to prepare pertinent records and reports.

Requires ability to stimulate interest of institution residents in leisure time activities.

Requires ability to carry out leisure activities, and teach leisure skills.

Requires ability to work effectively with individuals and groups.

Requires ability to express ideas effectively, both orally and in writing.

Requires skill in the direction of individual and group activities.

Requires skill in implementing arts and crafts programs.