

Recreation and Park Commission
for the Parish of East Baton Rouge

HUMAN RESOURCES DEPARTMENT

NOTICE OF FULL TIME POSITION

- POSITION: Assistant Area Supervisor (Therapeutics) POSTING DATE: 12/18/2009
- SALARY: \$29,888.00 - \$44,158.00 annually plus full benefits. This is a six month introductory appointment. Satisfactory completion of introductory period is required prior to full-time staff appointment.
- REQUIREMENTS: Graduation from an accredited 4 year college or university in Therapeutic Recreation or closely related field; Master's degree in Therapeutic Recreation or Recreation Management preferred; CPRP certification through National Recreation and Parks Association (NRPA) or Certified Therapeutic Recreation Specialist (CTRS) through National Council Therapeutic Recreation Certification (NCTRC); Valid LA driver's license; 2 years experience in related field; First Aid & CPR certification w/in 30 days of hire; Thorough knowledge of all phases of therapeutic recreation and related activities, delivery systems, disability resources and techniques for adaptations in equipment teaching strategies and activities; Knowledge of people with disabilities/adults, and their needs, so that proper planning and implementation of activities can occur; Leadership and interpersonal skills and ability to organize, direct and supervise staff including center supervisors and instructors; Basic math skills to maintain revenues & expenses for programs and facilities, according to policies and procedures; Ability to assist in absence of Asst. Area Supervisor, Adult Leisure and Inclusive Recreation Manager.
- DUTIES: Planning, developing, organizing, running parish-wide programs for inclusive recreation and adult leisure; Coordinating, cooperative recreational programs with outside agencies, such as partnerships; Promoting Therapeutic Recreation, wellness programs and maintaining positive public relations; Coordinates and informs staff members of messages, whereabouts, deadlines, procedural changes, meetings and any other requirements; Administers operation of the adult leisure program sites; schedules staff, maintains supplies and equipment, proper maintenance and reports problems; Supervises and assists with Therapeutic Special Events; Maintains financial records and completes weekly and monthly reports; Handles request/complaints following standardized procedures; Other duties as assigned.
- APPLICATIONS: Available in the Human Resources Department at 6201 Florida Boulevard.
- RECRUITER: Brendia Johnson

Candidates must file a new and complete application with the Human Resources Department at this time to be considered for this position.