

## **PROGRAM SPECIALIST FOR THE HANDICAPPED**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves developing, coordinating, implementing and supervising all recreational programs for persons with handicaps (special needs and physical handicaps). The incumbent supervises Recreation Specialists as well as a rotating volunteer staff of 25 persons annually. General supervision is received from the Deputy Commissioner of Recreation. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, coordinates, operates and supervises on-site recreational programs for people with handicaps, including blindness, deafness, multiple sclerosis, mental retardation and others;  
Promotes recreational programs for the handicapped by writing news releases for the radio, television and press;  
Presenting programs for interested groups; and designing and distributing flyers for each activity;  
Works closely with community resources concerned with handicapped persons, such as Special Olympics;  
Recruits, selects, trains and supervises volunteers for programs for the handicapped;  
Transports participants and equipment adaptations to the activity site; Manages the therapeutic recreation program budget and ledger;  
Maintains a variety of records, contract agreements, equipment and program proposals;  
Coaches/trains mentally retarded athletes in Special Olympics for State competition.

### **FULL PERFORMANCE KNOWLEDGE, SKILL, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of therapeutic recreation practices, including thorough knowledge of disabilities and suitable activities for each special population;  
Thorough knowledge of program planning and administration;  
Thorough knowledge of concepts and rules of games of sport;  
Ability to communicate effectively with the program participants, the media and community organizations;  
Ability to handle money, maintain ledger and other bookkeeping tasks;  
Ability to inspire the best efforts of participants;  
Enthusiasm;  
Creativity;  
Resourcefulness;  
Tact;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in recreation, physical education or a closely related field, including or supplemented by 12 credit hours in therapeutic recreation or adapted physical education; OR
- B) Completion of 60 semester credit hours from a regionally accredited or New York State registered college including or supplemented by 12 credit hours in therapeutic recreation or adapted physical education, and two years experience working with the handicapped in a recreation program; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.