

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/28/16

CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: RECREATION SPECIALIST III SCDC POSITION #: 010476
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: LEATH CORR INSTIT (WOMEN), GREENWOOD (GREENWOOD) LEVEL 2

STATE JOB TITLE: RECREATION SPECIALIST III STATE JOB CLASS: EC50
PAY BAND/LEVEL: 04 E
BAND: 04 SALARY RANGE \$ 026988 - \$ 049932 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 031575 - \$ 032184 SCEIS POSITION #: 61022219

MINIMUM AND ADDITIONAL REQUIREMENTS:
HIGH SCHOOL DIPLOMA AND RELEVANT EXPERIENCE OR A BACHELOR'S
DEGREE IN PHYSICAL EDUCATION, RECREATION, THERAPEUTIC
RECREATION OR A RELATED FIELD CAN BE SUBSTITUTED FOR
EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES). TWO (2) YEARS EXPERIENCE IN THE RECREATION FIELD,
TO INCLUDE INSTRUCTION IN HEALTH EDUCATION, PHYSICAL FITNESS AND
INTRAMURAL COMPETITION.

DESCRIPTION OF DUTIES:
PLAN, COORDINATE, AND IMPLEMENT A COMPREHENSIVE RECREATION PROGRAM
THAT PROMOTES PHYSICAL FITNESS AND GOOD HEALTH AND WELLNESS TO THE
INMATE POPULATION AT LEATH CORRECTIONAL INSTITUTION. IDENTIFY
ACTIVITIES FOR THE ENTIRE INMATE POPULATION INCLUDING CONTINUOUS
TOURNAMENT ACTIVITIES AND PASSIVE RECREATION ACTIVITIES. SELECT,
TRAIN, AND PROVIDE DAILY SUPERVISION FOR INMATE RECREATION ASSISTANTS.
REQUISITION, CONTROL, AND MAINTAIN EQUIPMENT/SUPPLIES. CONDUCT
TRAINING ON RULES, METHODS, AND TECHNIQUES FOR ACTIVITIES. CONDUCT
PHYSICAL FITNESS AND HEALTH EDUCATION CLASSES; COORDINATES VOLUNTEERS
AND COMMUNITY RESOURCES TO ASSIST. SUPERVISE HOBBYCRAFT PROGRAM.
MAINTAIN RECREATIONAL FACILITIES/AREAS. SERVES AS COUNSEL SUBSTITUTE
IN THE DISCIPLINARY HEARING PROCESS WHEN NEEDED.

COMMENTS:
MUST ATTEND SCDC BASIC TRAINING