

CITY OF CHATTANOOGA

Classification Specification Title: Therapeutic Recreation Assistant

Department: Parks & Outdoors

Pay Grade: GS.04

Supervision Received From: Therapeutic Program Manager

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/29/07

Revision Dates: 4/4/25;

10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification support Therapeutic Recreation staffing and supplement program needs, by assisting in planning, instructing and leading daily indoor/outdoor recreation, leisure and sports programs for individuals with a variety of intellectual and/or physical disabilities including children, youth and adults.

SERIES LEVEL: This is a stand alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Duties will vary within the area of assignment. Facilitating and assisting with a variety of Therapeutic Recreation programs.

Performing administrative tasks such as creating program attendance reports; office work; communicating with participants and families; creating marketing materials; assisting with researching, grant writing and budget; and developing activities for new programs.

Occasionally driving vehicles and trailers as needed.

Collecting fees for programs and helping train and oversee volunteer staff.

Ensuring a safe environment at all times. Enforcing all rules and policies.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performing other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: High School Diploma or GED and three (3) years of relevant education, training or experience sufficient to perform the essential duties of the job will be considered; or any combination of equivalent experience and education.

Examples of relevant experience include working with children and/or adults in a variety of settings, recreation, therapy (or related field) and working with special populations and/or individuals with a variety of disabilities.

LICENSING AND CERTIFICATIONS: Ability to obtain First Aid/CPR Certification

SUPPLEMENTAL INFORMATION:

Knowledge of a wide variety of disabilities and program adaptations; applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job; rules and regulations of games being officiated.

Experience in working with individuals with disabilities; interpersonal, teaching and teamwork skills; coordinating and supervising activities for individuals and large groups, basic computer skills; establishing and maintaining effective working relationships with department staff and the general public; maintaining current knowledge of rule updates to games.

PHYSICAL DEMANDS: Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.