



MINACT, Incorporated - Finch-Henry Job Corps Center

821 Highway 51 South ~ Batesville, MS 38606

Phone 662.563.4656 ~ Fax 662.563.4654

EMPLOYMENT OPPORTUNITY (INTERNAL/EXTERNAL POSTING)

RECREATION SPECIALIST

Department: **Social Development**
Classification: **Non-Exempt**
Job Code – **39-9032**

Reports To: Recreation Supervisor
Salary: **Contact Human Resources**
Dates of (1ST) Posting: **05/06/2013 – 05/13/2013**

GENERAL FUNCTIONS:

Develops and schedules with student input, recreational and avocation activities to fill the leisure time hours of both residential and non-residential students in accordance with PRH Chapter 3; 3.18 Recreation and Leisure Time Activities. Supervises students involved in recreational activities both on and off center. Schedules, organizes and participates with students in intramural sports competition between all dormitories.

ESSENTIAL FUNCTIONS:

In order to perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Organizes, schedules, and conducts recreational activities for students, both on and off center.
- Supervises student utilization of recreational facilities to ensure student safety, facility and equipment maintenance, and ensure adequate supplies are available for all planned and scheduled activities.
- Supervises students and document student attendance at special events on and off center.
- Participates in planning, implementing and controlling varsity and intramural sports programs as assigned.
- Coaches one or more sports and/or conducts an Arts and Crafts Program as individual student talents and interest dictate.
- Conducts new student tour of recreational facilities and explains the use of recreational facilities and equipment.
- Shows video presentations on water safety during new students Career Preparation Period and ensures students are scheduled and complete Water Safety Proficiency Testing as required.
- Conducts interviews and complete surveys with students to identify interests and talents.
- Trains and supervises Recreation Leaders and Recreation Aides.
- Operates passenger vans and manual/automatic transmission buses to transport students for off center recreational activities.

This posting does not list all the duties assigned to the job.

MINIMUM QUALIFICATIONS:

A Bachelor Degree with concentration in Recreation, Physical Education, or Health Education preferred and experience in a recreational program, which provides services to at-risk youth or related area preferred.

OR

An Associated Degree with a concentration in Recreation, Physical Education, or Health Education and experience in a recreational program which provides services to at-risk youth or related areas preferred.

KNOWLEDGE, SKILLS, & ABILITIES:

Effective Verbal and written communication skills.

Effective organizational skills.

Effective interpersonal skills.

NORMAL WORK SCHEDULE:

| SUN. | MON. | TUE. | WED. | THU. | FRI. | SAT. |
|-----------------|----------------|------|----------------|------|----------------|----------------|
| 11:00am-11:00pm | 4:00pm-12:00am | OFF | 4:00pm-12:00am | OFF | 4:00pm-12:00am | 3:00pm-12:00am |

LICENSE OR CERTIFICATIONS:

A valid Commercial Driver License is required.

Interested applicants should submit a letter of interest with an updated resume to their local Human Resources Manager by COB, May 13, 2013. Your application will not be considered if you fail to meet the required deadline.



EOE/AA

M/F/V/D