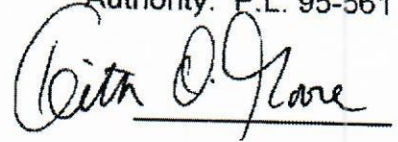


Job Category: 0189
Excepted Qual Standard: 21-02
Approved June 2012
Authority: P.L. 95-561



DIRECTOR, BIE

RECREATION TECHNICIAN

CATEGORICAL PAY LEVELS

Minimum Pay Level: 01
Maximum Pay Level: 02

DESCRIPTION OF WORK

This job category covers positions that perform assistant and/or technician work in support of an established recreation or sports program. Practical knowledge of one or more recreational or sports activities, such as athletics, outdoor recreation, general recreation, competitive sports, cultural, and arts and crafts is required. In addition, Level 2 work requires a limited technical knowledge of the physical and psychological factors in, and the purpose and organization of recreational or sports activities. Duties typically include such tasks as organizing, scheduling, implementing, and directing preplanned activities; explaining and enforcing established rules and procedures; providing guidance or instructions in the proper use of materials or equipment, and techniques associated with the activity; encouraging program participation, or promoting and publicizing the activity. Some Level 2 positions provide technical assistance to a Recreation Therapist in providing therapeutic recreational activity for the physically or psychologically ill or handicapped as an integral part of their total education.

LEVEL OF RESPONSIBILITY

Level 01 – Recreation Technician: Level 01 technicians perform assistant and/or technician work in support of a recreation or sports program. Responsibilities require few choices since the majority of the work is preplanned and routine, requiring the execution of simple and/or well-defined recreational or sports activities. These positions work under close supervision of a Recreation Specialist.

Level 02 – Recreation Technician: Level 02 work involves providing technical support to a recreation or sports program, or recreation therapy program. The work involves actual participation with the program planning and promotion, guidance and instruction, and independently organizes, implements, and directs assigned activities under the supervision of a recreation specialist or sports director. Level 02 technicians are expected to operate independently within established instructions and guidelines. Specific problems not covered by instructions or standard operating procedures are referred to a supervisor or designated employee for assistance and/or a decision.

POSITION TITLE:

The basic official title is *Recreation Technician*. Use the basic title without parenthetical specialty title as the official position title for those positions that include two or more specialized activities when none predominates or there is no established specialty. Official title may be supplemented with parenthetical designator to denote unique program area only, e.g., Recreation Technician (Sports), Recreation Technician (Cultural), Recreation Technician (Outdoor), etc.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS

PAY LEVEL	EDUCATION	RELATED EXPERIENCE* (YEARS)
01	High School or GED Diploma	None
02	Associate Degree or completed 60 semester hours from an institution of higher education	Six Months

Examples of qualifying related experience (In order to be creditable, the experience should have occupied 50 percent of the applicant's full-time work or duty).

- Residential life or home living aide or assistant work that involved coordinating, preparing for and implementing recreation activities.
- Group leader, counselor, or similar work in public and private recreation programs for adults or children, such as summer camps, local playgrounds, YWCA and YMCA clubs, Boy Scouts and Girl Scouts, urban community centers, or resort recreational activities.
- Teacher's assistant in elementary school recreation or physical education program, with emphasis on the development of general recreational skills and abilities.
- Aide or assistant assignments in recreation while on active military service.

- Aide or assistant in the organization and administration of recreational activities, such as planning activities, coordinating activities, preparing activities calendars, maintaining attendance records, and providing information concerning schedules and activities.
- Summer aide in a State or national park, with duties related to the recreational activities of visitors to campsites, trails, picnic areas, nature and raft centers, and boating and fishing areas.
- Aide or assistant in a hotel or resort recreation service, with duties such as setting up areas for games, tournaments, and other organized group recreational activities.

CONDITION OF EMPLOYMENT:

If the position requires operation of a motor vehicle in performance of work, a valid State Driver's license is a prerequisite. Some positions involve work transporting students to and from recreational or sports activity/event or therapy. A valid State Driver's license must be maintained as a condition of employment; failure to do so may result in removal from the position.

If the position requires operation of school buses, a Commercial Driver's License (CDL) is an absolute requirement. A valid CDL must be maintained as a condition of employment; failure to do so will result in removal from the position. In accordance with Department of the Interior/Indian Affairs' Drug-Free Workplace Program, all positions with CDL requirements are "Testing Designated Positions." Therefore, as a condition of employment, incumbents of these positions are subject to random drug testing. (Note: If required to drive a school bus it should be stated in the position description and identified as such.)

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and the ability to read, without eye strain, printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of an arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of a satisfactory prosthesis. In addition, applicants must have mental and emotional stability.

The position requires normal physical activity with the work, field travel, and attendance at meetings and conferences from the duty station.

Attachment: Adendum (Fair Labor Standards Act Designation)