

PART I	DEPARTMENT OF PERSONNEL SERVICES	3.455
	STATE OF HAWAII	3.456
.....		3.457
		3.458

Class Specifications  
For the:

CORRECTIONS RECREATION SPECIALIST SERIES

Series Definition:

This series includes classes of positions the duties of which are to perform professional work in planning, organizing, coordinating, conducting and supervising recreation activities and/or programs which stimulate and sustain the interest of inmates/wards in correctional institutions and contribute to their physical, creative, social and cultural development and overall well-being. The objectives of the corrections recreation programs at high security, medium/minimum security and youth correctional facilities are to meet the diverse recreational interests and needs of inmates and wards, provide leadership and direction to them in the constructive use of their leisure time and provide for the exercise and relaxation of body and mind within the correctional institution and upon release into the community.

Professional recreation specialists allocable to this series are responsible for planning and organizing an appropriate recreation program to meet these objectives.

Several elements within the corrections environment add to the complexity of this recreation program planning and management and support the need for professional qualifications. Among these are:

1. The need for a varied and changing schedule of activities designed to minimize loneliness, counteract boredom and reduce physical and emotional strain of inmates and wards.
2. In a "change" environment, where the intent is to motivate participants towards a self-directed change, recreation is instrumental in the social education and development of constructive recreational interests and skills.
3. A strict system of control needs to be maintained over leisure/recreational tools which could be considered potentially dangerous weapons, e.g., baseball bats and hand tools. Such concern for potentially dangerous weapons creates difficulty in selecting and implementing appropriate recreational activities for the inmates and wards.

CORRECTIONS RECREATION SPECIALIST I, II, III, and IV  
3.455, 3.456, 3.457, 3.458

- 4. Strict observance of security procedures can create activity scheduling problems, e.g., lack of guards for a scheduled softball game would require rescheduling the game or substituting another activity for that particular time period.
- 5. Inmates and wards with criminal backgrounds are often uncooperative, erratic in behavior, hostile, and even violent and dangerous. Special approaches and considerable work is involved in establishing a level of rapport which eases hostility; prevents disruptive behavior; promotes cooperative, less destructive, less antisocial attitudes and actions and guides inmates and wards into constructive leisure and recreation activities.

Corrections Recreation Specialists accomplish these objectives by planning for and making available facilities and opportunities for participation in athletics, arts and crafts, hobbies, reading, writing and other recreational activities permitted in a correctional facility. Specific recreational activities include, but are not limited to the following: football, baseball, basketball, track and field, volleyball, handball, aerobics, jogging, tennis, swimming, ping-pong, billiards, ceramics, music, chess, checkers, clubs and special interest groups, tournaments, movies, television, radio, fishnet making, outside entertainment, inmate and ward talent shows and in-community activities such as work, education, training and resocialization furloughs.

Work in corrections recreation is performed within the framework of specific departmental regulations concerning inmate recreation and leisure time and other organizational and professional policies and procedures and references which include standard texts, professional journals and manuals.

Class levels in this series are distinguished by a combination of classification factors which include the nature and scope of work, nature of supervision received and nature and extent of supervision exercised, all of which may or may not be applicable to every level.

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 This is the first class specification for the new classes  
 CORRECTIONS RECREATION SPECIALIST I, II, III & IV.

Effective Date: April 16, 1984



training, fishnet making, hula and other such leisure activities; under guidance of a superior staff member, helps inmates and wards in organizing and establishing hobby clubs and special interest groups; together with higher level staff, organizes, officiates and demonstrates sports and athletic games like football, baseball, basketball, volleyball, soccer, handball, etc.; learns policies and procedures for selecting and showing movies, bringing in outside entertainment and putting on of inmate and ward talent and variety shows, skits and other similar entertainment; works with higher level staff in conducting special holiday events like Thanksgiving and Christmas programs; keeps records and prepares and submits forms and reports; distributes, collects, keeps inventory of and requisitions supplies and equipment; repairs or arranges for the repair of equipment and facilities; may drive vehicles to drop off and pick up equipment needing repairs or to pick up new equipment and supplies; attends meetings, conferences and workshops.

Knowledge and Abilities Required:

Knowledge of: Basic principles, practices and philosophies of recreation; equipment and materials used in, as well as rules and other requirements of various recreational activities; principles of human behavior, including individual and group behavior; report and letter writing.

Ability to: Learn, interpret and apply the laws, rules and regulations pertinent to corrections recreation; assess the leisure and recreation interests and needs of inmates and wards; motivate individuals to participate in recreation and leisure activities; teach, lead, demonstrate and/or officiate various sports, games, classes, workshops and/or exercise activities; analyze problems and develop alternative solutions; determine the need for and obtain supplies and equipment; keep records; prepare reports; speak and write clearly and effectively; establish and maintain effective working relationships with inmates, wards and staff members.

CORRECTIONS RECREATION SPECIALIST II  
(CORRECTIONS RECR SPCLT II)

3.456

Duties Summary:

Plans, organizes, coordinates and conducts assigned recreational activities in order to gain experience in planning and implementing recreational activities/programs within a corrections facility; helps higher level staff conduct a wide

variety of recreational activities; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is the advanced trainee level through which the trainee progresses to the full performance level. A position in this class receives training in planning, organizing and conducting a recreation program for a corrections work area and performs such work under close supervision and/or in conformance with past practices or specific guidelines. Such training and experience are for developmental purposes and for higher level performance. Positions in this class are also responsible for planning, organizing and conducting assigned recreational activities which include those considered simple and routine, such as chess, checkers and ping-pong, as well as those considered complex, such as athletic events, which are performed under close supervision. Planning and organizing such activities involves familiarization with rules, procedures, conditions, techniques, etc., of the activity; determining what resources are required; determining the cost involved; noting any safety precautions; providing participant instructions; figuring out who this activity is suitable for; thinking of ways to generate participant interest; scheduling the activity; deciding if a tournament is appropriate; determining security requirements; etc. A position in this class becomes familiar with such planning and organizing considerations and exhibits work independence on simple and routine cases with close supervision provided on complex and varied recreational activities planning and organizing. Work is reviewed by higher level staff for compliance with instructions, policies, procedures and legal requirements.

Examples of Duties:

Attends scheduled training, reads assigned materials and receives on-the-job training; applies recreation philosophy, principles and concepts to actual work situations in a corrections facility; performs work assignments in accordance with agency policies, procedures and regulations; speaks with inmates and wards to gain their cooperation, trust and find out their recreation interests and needs; prepares plans for varied recreational activities for a work area under close supervision and/or in accordance with precedents to develop skill in multiple activity program planning; plans, organizes and conducts lessons, games and tournaments in checkers, chess, backgammon, ping-pong, etc.; under the supervision of higher level corrections recreation specialists plans, organizes and conducts or arranges for workshops and classes in ceramics, silk screening, music, aerobics, etc., or athletic competition such as football,

CORRECTIONS RECREATION SPECIALIST I, II, III, and IV  
3.455, 3.456, 3.457, 3.458

baseball, basketball, volleyball, handball, etc.; officiates and demonstrates games and contests; helps inmates and wards to organize and establish hobby clubs and special interest groups; selects and shows movies; under close supervision of higher level staff, arranges for entertainment from the outside and inmate and ward talent and variety shows, skits, etc.; participates in planning and holding special holiday events like Thanksgiving and Christmas programs; accompanies superior staff members into the community to utilize available resources to enrich and improve the recreation program in the facility; sits in on program committee, adjustment committee or other group meetings to observe proceedings on inmate or ward evaluations and judgments; prepares evaluations of inmates' participation in recreation programs and may write up inmates or wards for various degrees of misconduct; helps higher level staff in preparing the annual budget for respective recreation work areas; may participate in helping corrections staff maintain security control in emergency situations such as escape attempts; keeps records and prepares forms and reports; distributes, collects, keeps inventory of and requisitions supplies and equipment; repairs or arranges for the repair of equipment and facilities; drives vehicles to drop off and pick up equipment needing repairs or to pick up new equipment and supplies; attends meetings, conferences and workshops.

Knowledge and Abilities Required:

Knowledge of: Principles, practices and philosophies of recreation; equipment, materials, rules and other requirements of various recreational activities; individual and group behavior; laws, rules and regulations in corrections; report and letter writing.

Ability to: Assess inmates' and wards' recreational interests and needs; stimulate and sustain participant interest in recreation; teach, lead, demonstrate and/or officiate various sports, games, classes, workshops and/or exercise activities; analyze problems and develop alternatives; become familiar with community resources which enhance the recreation program in the facility; learn about program and adjustment committee proceedings; determine the need for and obtain supplies and equipment; keep records; prepare reports; speak and write clearly and effectively; establish and maintain effective working relationships with inmates, wards and staff members.

CORRECTIONS RECREATION SPECIALIST III 3.457  
(CORRECTIONS RECR SPCLT III)

Duties Summary:

Plans, organizes, coordinates and evaluates a recreation program for an assigned corrections work area; conducts varied and comprehensive recreational activities; and performs other related duties as assigned.

Distinguishing Characteristics:

This class represents the full performance journey-worker level responsible for planning, organizing, coordinating, conducting and evaluating a recreation program in a cottage, a number of modules/buildings or an entire facility of small to moderate size, which includes establishing recreational goals and objectives; assessing inmate/ward needs and interests, security and facility/resource considerations; and developing and documenting recreation plans, policies and procedures. The work of a position in this class also includes planning, organizing and conducting a full range of recreational activities.

General supervision is received from a higher level corrections recreation specialist or higher level corrections staff through periodic meetings, discussions and review of reports.

Examples of Duties:

Utilizes effective communicative means to assess recreational interests and needs among assigned inmates and wards and to gain their trust and cooperation; plans, organizes and conducts an appropriate recreational program; plans, organizes and conducts lessons, games and tournaments in checkers, chess, backgammon, ping-pong, etc.; plans, organizes and conducts or arranges for classes and workshops in ceramics, silk screening, music, aerobics, etc., or athletic competition such as football, baseball, basketball, volleyball, handball, etc.; officiates and demonstrates games and contests; advises inmates and wards in organizing and establishing hobby clubs and special interest groups; selects and shows movies; plans and arranges for entertainment from the outside and for inmate and ward talent and variety shows, skits, etc.; plans for and holds special holiday events like Thanksgiving and Christmas programs; develops and maintains harmonious working relationships with community agencies in order to utilize community resources to enrich the recreation program; prepares evaluations of inmates' participation in recreation programs and may attend program committee, adjustment

CORRECTIONS RECREATION SPECIALIST I, II, III, and IV  
3.455, 3.456, 3.457, 3.458

committee or other group meetings and participate in discussions and evaluations on inmates and wards; writes up inmates or wards for various degrees of misconduct; prepares annual budget for respective recreation work areas; participates in helping corrections staff maintain security control in emergency situations such as escape attempts; as required or appropriate, counsels inmates or wards to develop positive/acceptable social behavior and prevent or resolve conflicts; thinks of ways to change games or activities to create interest; offers instruction and advice to volunteers and others in the conduct of recreational activities; may develop and/or review and comment on policies, procedures, rules, regulations or other guidelines; keeps records and prepares forms and reports; distributes, collects, keeps inventory of and requisitions supplies and equipment; repairs or arranges for the repair of equipment and facilities; drives vehicles to drop off and pick up equipment needing repairs or to pick up new equipment and supplies; attends meetings, conferences and workshops.

Knowledge and Abilities Required:

Knowledge of: Principles, practices and philosophies of recreation; equipment, materials, rules and other requirements of a wide range of recreational activities; individual and group behavior; community resources which enhance the recreation program; program and adjustment committee proceedings; laws, rules and regulations in corrections; report and letter writing.

Ability to: Assess inmates' and wards' recreational interests and needs; plan and organize a varied recreation program; stimulate and sustain participant interest in recreation; teach, lead, demonstrate and officiate various sports, games, classes, workshops and/or exercise activities; analyze problems and develop alternatives; counsel inmates or wards and provide them with guidelines for constructive behavior in conflict situations; change the playing or carrying out of games or activities to create interest; write up inmates or wards for various degrees of misconduct; help corrections staff maintain security control; instruct volunteers and others in conducting recreational activities; determine the need for and obtain supplies and equipment; keep records; prepare reports; speak and write clearly and effectively; establish and maintain effective working relationships with inmates, wards and staff members.

CORRECTIONS .RECREATION SPECIALIST IV 3.458  
(CORRECTIONS RECR SPCLT IV)

Duties Summary:

Plans, organizes, supervises and coordinates the overall recreation program in a large corrections facility and participates in planning, organizing, coordinating and conducting varied and comprehensive recreational activities; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is the working supervisory level in the corrections recreation specialist series. A position in this class is responsible for the overall recreation program in a large corrections facility, including the planning, organizing, carrying out and evaluating of a full range of recreational activities. The overall recreation program includes several corrections work areas assigned to lower level recreation specialists. A position in this class is also responsible for developing, or revising and implementing recreational policies, procedures and other guidelines. Work of this class is performed under the general supervision of an administrative position.

Examples of Duties:

Plans, organizes, supervises and coordinates the overall recreation program in a large corrections facility; in addition to performing work of the next lower level, assigns work to subordinates and reviews their work; interprets and explains policies, procedures, rules, regulations and other guidelines pertaining to the recreation program; develops new or revises existing policies, procedures, guidelines as needed; supervises and coordinates special, periodic and annual events; holds staff meetings to discuss workload status, problem areas and program improvement measures; supervises the orientation and training of new staff and volunteer workers; plans and conducts in-service training as required; conducts job performance evaluations of subordinates; fosters relationships with community agencies that are beneficial to the recreation program; prepares reports and correspondence; prepares the budget request for the overall recreation program; recommends approval or disapproval of requisitions for supplies and equipment; reviews, recommends and/or may approve personnel actions concerning promotions, demotions, leaves of absence, disciplinary matters, grievances, etc.; attends meetings, conferences and workshops; drives vehicles to drop off and pick up equipment needing repairs or to pick up new equipment and supplies.

Knowledge and Abilities Required:

Knowledge of: Principles, practices and philosophies of recreation; equipment, materials, rules and other requirements of a wide range of recreational activities; individual and group behavior; community resources which enhance the recreation program; program and adjustment committee proceedings; laws, rules, and regulations in corrections; recreation program policies and procedures; principles and practices of supervision; report and letter writing.

Ability to: In addition to those abilities specified for lower levels, plan, organize, supervise and carry out a corrections recreation program; interpret and explain policies, procedures, rules, and regulations; assign and review work; assess problem areas and implement program improvement measures; plan and conduct training activities; prepare budget requests; recommend or take personnel actions.