

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Corrections Recreation Aide
ALLOCATION: Sheriff
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: July 2015

JOB SUMMARY:

Under general supervision, plan, promote, organize, implement and evaluate a wide range of inmate services including sports, games, handicrafts, educational resources and video and reading materials at the County correctional facility; and perform related work as assigned.

This is a stand-alone journey level support classification.

CLASS CHARACTERISTICS:

This position reports directly to a Correctional Sergeant. This class is distinguished from Correctional Officer in that the latter ensures the safety, security and care of individuals in custody.

EXAMPLES OF DUTIES:

Essential:

- Develop, plan, promote, coordinate, implement and evaluate inmate recreational activities including sports, games, tournaments, exercise programs, arts and handicrafts; schedule use of facilities and equipment for those activities.
- Instruct inmates in game rules and fundamental skills; instruct inmate contestants in athletic activities to improve skills and teamwork.
- Check condition of equipment for wear and security to ensure the safety of staff and inmates; obtain needed repair; requisition supplies and equipment.
- Screen video and reading material for appropriateness for inmates; solicit donations from individuals or private organizations for video and reading materials and other donations.
- Prepare and maintain records and reports on activities conducted, inmates participating and violation of regulations during recreational activities.
- Distribute games and reading materials to inmate living and recreational areas.
- Set up and operate televisions, video recorders and radios for the inmates.
- Train and instruct inmate trustees in inmate services and recreational activities.
- Orient and instruct new staff in correctional and recreational regulations, policies and procedures.
- Research and recommend new recreational activities and equipment.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer in the course of the work.
- Run errands, pick up and deliver materials as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Comprehensive knowledge of County and Sheriff's Department policies, procedures and protocols.
- Legal terminology, forms, documents and procedures related to the criminal justice system.
- Principles and practices of organizing, conducting and evaluating recreational activities.
- Behavioral characteristics of incarcerated populations and techniques on dealing with them.
- Recreation leadership techniques.
- Safety practices and precautions pertaining to the work, including first aid.
- Record keeping principles and practices.
- Fundamental rules, strategies, techniques and skills of a variety of individual and team recreational activities for incarcerated populations including athletics, games, arts, crafts, physical fitness and music.
- Recreational and social needs of adult groups.

Skill in:

- Planning, organizing, promoting and conducting a wide range of recreational activities.
- Interpreting and applying laws, ordinance procedures and policies.
- Exercising sound independent judgment within procedural guidelines.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Maintaining accurate files and preparing clear and concise records, reports, correspondence and other written materials.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural background, where relations may be confrontational or strained.

Ability to:

- Tolerate working in a security setting.
- Comply with County, department, and division policies, procedures and regulations.
- Apply institutional rules, policies and regulations to maintain safety.
- Communicate clearly, effectively and concisely, both verbally and in writing.
- Read and comprehend complex written materials, to include laws, policies and regulations.
- Use sound judgment and initiative in applying general policies by adapting activities to the secured environment and interest of the group.
- Work under stressful, emotional and confrontational situations required good judgment, self-control and persuading and motivating people.
- Motivate inmates to participate in constructive individual activities and in group activities requiring cooperation and teamwork.
- Tolerate different values and beliefs and maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Deal effectively with manipulative, hostile or antisocial behavior.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to work in a typical detention facility.
- Stamina to stand and/or walk for extended period of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work with exposure to potentially difficult or dangerous individuals.
- Work in a secured correctional facility.
- Work with exposure to individuals who may be hostile or place the incumbent in a potentially harmful situation.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum

qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: 60 semester units from an accredited college or institution with significant coursework in criminal justice, recreation administration, sociology, psychology or a related field and one year of experience organizing and conducting recreational programs. *Candidates with strong experience who lack the degree are encouraged to apply.*

PREFERRED: In addition to the minimum, additional years of experience as previously defined.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval: Department Head
Date:

EEOC: F
WC: 9410

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____

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