

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. CORPCDRAC12R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DOC-CHIPPEWA FAC/CHIPPEWA TEM
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) CFA
4. Civil Service Position Code Description Corrections Program Coord-A	10. Division Chippewa Correctional Facility
5. Working Title (What the agency calls the position) Corrections Program Coordinator - Athletics	11. Section Operations
6. Name and Position Code Description of Direct Supervisor ; STATE DEPUTY WARDEN-1 15	12. Unit Programs/Recreation
7. Name and Position Code Description of Second Level Supervisor ; SENIOR EXECUTIVE WARDEN 17	13. Work Location (City and Address)/Hours of Work 4269 W M 80; KINCHELOE, MI 49788 / M-F 8-430

14. General Summary of Function/Purpose of Position

Coordinate and supervise leisure time activities for a multi-level correctional facility. Organize and facilitate intramurals. Supervise prisoner worker staff. Coordinate the facilities hobby craft, photo-lines, movie and barber programs. Coordinate and process prisoner movement callouts. Maintain recreation equipment and maintain adequate inventory to provide needed programming. This is the recognized resource for athletics for the East side of the Chippewa Correctional Facility.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 30

Schedule, coordinate and monitor leisure time activities in the gym, weight room big yard, unit yards and housing units.

Individual tasks related to the duty:

- Organize and schedule gym periods and intramural leagues for optimum usage. Distribute gym schedule.
- Monitor and supervise recreational areas (i.e. gym, weight room, big yard, etc.)
- Distribute recreational equipment and inventory all supplies and equipment.
- Take attendance and maintain waiting lists and rosters for activities.
- Maintain standings and records of leagues and post in units.
- Complete paperwork required to pay prisoners for intramural events they have won.
- Develop rules and regulations for intramural leagues and recreation areas.
- Meet with intramural coaches and officials on a weekly basis.
- Process kites relating to gym and intramural activities.

Duty 2

General Summary:

Percentage: 20

Organize, coordinate, schedule and supervise prisoner hobby craft, photo-lines, institutional artist projects, barber shop and movie program.

Individual tasks related to the duty:

- Maintain accurate records of all prisoners involved in programs.
- Approve orders for materials, distribute items upon arrival and sign hobby craft cards.
- Track hobby craft sales, approve hobby craft clearance permits for visits and mail out complete hobby craft.
- Process kites and callouts for photo-lines. Schedule photo-lines for all three levels and supervise prisoners. Collect tickets for photos.
- Deliver film for processing, pick up film after processing and distribute photos to prisoners. Maintain records of photos taken and reprints ordered. Stock film in visiting rooms and reconcile photo tickets.
- Movie Previewing Coordinator. Organize and schedule movies shown at the facility. Mail out and order movies. Insure all necessary movies are previewed prior to showing.
- Supervise, order and store supplies for institutional artist projects.
- Inventory and maintain barber shops.
- Maintain hobby craft stand in Administration Building.

Duty 3

General Summary:

Percentage: 20

Supervision of prisoner recreation work force, as well as maintenance of recreation facilities and equipment. Hire prisoner workers for jobs, train at their position, keep payroll and provide work evaluations. Schedule and assign duties for workers taking disciplinary and corrective action when necessary.

Individual tasks related to the duty:

- Hire, train and supervise prisoner workers for recreation positions (i.e. weight pits, equipment check-out clerks, porters, barbers, cameraman, etc.) Prepare details for recreation workers and maintain worker attendance sheets.
- Maintain recreation areas such as softball fields, gym, weight room, horseshoe pits, etc.
- Repair and/or replace equipment when needed.
- Complete payroll and prepare work reports for classification director.
- Order and maintain all equipment/supplies needed (i.e. janitorial, office, weight equipment, barber supplies, etc.)
- Develop rules and regulations for recreation areas and recreation workers.

Duty 4

General Summary:

Percentage: 10

Enter prisoners onto OMNI system in order to facilitate prisoner leisure time activities.

Individual tasks related to the duty:

- Produce itineraries for prisoners wishing to attend leisure time activities.
- Take attendance for leisure time activities and remove prisoners that are not attending or transfer.
- Keep accurate reports of prisoner participation levels.

Duty 5

General Summary:**Percentage: 10**

Organize, advertise, coordinate and supervise holiday events and activities.

Individual tasks related to the duty:

- Meet with Recreation Committee to discuss events that will be held.
- Schedule events and post times/dates in unit along with sign up sheets.
- Schedule/train officials to monitor/supervise events.
- Supervise events.
- Purchase store goods for competition. Pick up items and distribute.

Duty 6**General Summary:****Percentage: 10**

Perform administrative duties including word processing, committee meetings, procurement requisitions, maintenance requests, etc.

Individual tasks related to the duty:

- Update Audit files
- Review and update policy directives and operating procedures.
- Prepare and monitor budget.
- Provide units with scheduling information.
- Word processing/photocopying.
- Monthly meetings with Warden's Forum Recreation Committee and Programs meetings.
- Process procurement requests for recreational areas including PBF purchases.
- Speak with vendors when necessary.
- Maintain recreation files.
- Prepare maintenance requests.
- Prepare monthly reports.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Changes in schedule needs based on custody concerns, activities, etc.
- Approval or disapproval of items brought into the facility.
- Ordering of supplies.
- Development of annual budget.
- Standards for workers and participants in recreation activities.

17. Describe the types of decisions that require the supervisor's review.

When clarification is needed regarding policy and procedures.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

- Training of recreational/official staff on rules and regulations of various sports.
- Flexibility to work revised shifts to accommodate activities and holiday events. As well as work in extreme cold and heat; inclement weather on occasion.

- Maintenance of equipment and grounds.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

- Coordinate and supervise leisure time for prisoners.
- Maintain recreation equipment.
- Supervision of prisoners.
- Organize and facilitate intramural.
- Program Development.
- Coordinate hobby craft, photo-lines, movie and barber program.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

This position will now be the recognized resource for the Chippewa Correctional Facility on the east side. The employee in the 11 level position has satisfactorily completed one year in the CPC11- Athletics position and is now eligible to be reclassified to the 12 level position.

25. What is the function of the work area and how does this position fit into that function?

The function of the work area is to provide a complete program package to the prisoners at Chippewa Correctional Facility. The position is of the utmost importance to this facility and fits into the function by providing a full range of programs and leisure time activities. Leisure time activities enhance the demeanor and general attitude of the prisoner population.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in criminal justice, correctional administration, criminology, psychology, social work, counseling and guidance, child development, physical education or recreation, sociology, school social work, social work administration, educational psychology, family relations, human services, or theology.

EXPERIENCE:

Corrections Program Coordinator 12

Three years of professional experience providing services to inmates, parolees, or probationers in a correctional setting, including one year equivalent to a Corrections Program Coordinator P11, Prison Counselor P11, or Parole/Probation Officer P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Effective communication skills.
- Flexible schedule
- Knowledge of all MDOC policies and procedures.
- Supervisory skills for prisoner workers, effective work performance

- Office skills
- Knowledge of intramural rules and program development

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

No exceptions

I certify that the entries on these pages are accurate and complete.

Appointing Authority

2/25/2015

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date