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| CS-214 REV 8/2007 | **1. Position Code**  CORPCDRAA08R |
|  | **State of Michigan Civil Service Commission**  Capitol Commons Center, P.O. Box 30002 Lansing, MI 48909 |
| Federal privacy laws and/or state confidentiality requirements protect  a portion of this information. | **POSITION DESCRIPTION** |

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| This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.  This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.** | |
| **2. Employee’s Name (Last, First, M.I.)** | **8. Department/Agency**  Corrections |
| **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)**  Bureau of Correctional Facilities |
| **4. Civil Service Classification of Position**  Corrections Program Coordinator 12 | **10. Division**  Cooper Street Correctional Facility |
| **5. Working Title of Position (What the agency titles the position)**  Special Activities Director | **11. Section**  Prisoner Services |
| **6. Name and Classification of Direct Supervisor**  N. Leslie Assistant Deputy Warden | **12. Unit**  Recreation/Leisure Activities |
| **7. Name and Classification of Next Higher-Level Supervisor**  P. Slagter, Deputy Warden | **13. Work Location (City and Address)/Hours of Work**  3100 Cooper Street  Jackson Mi 49201  0800-1630 Mon-Friday  GPS application dates will require earlier arrival times. |
| **14. General Summary of Function/Purpose of Position**  The employee in this position plans, coordinates, schedules and supervises a variety of Recreational and leisure time activities for the prisoners at a Correctional Facility. Establishes game rules and monitors prisoners' behavior to maintain order. Provides instruction and training in sports and crafts. Supervises prisoners assigned to assist in recreational and leisure time activities. This position will primarily oversee Special Activities that are non-religious and non-recreation related. However, the Special Activities Director may be asked to assist in coordinating and overseeing recreational and religious activities as needed. | |
| **For Civil Service Use Only** | |

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| **15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.**  **List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.** |
| Duty 1  **General Summary of Duty 1 % of Time 50**  Supervision and coordination of leisure time activities |
| **Individual tasks related to the duty.**   * 1- Responsible for the Safety and Security of leisure time/recreation areas and participants. * 2- Inventory and Requisition of supplies; equipment for leisure time/ recreation activities. * 3- Monitor prisoners’ behavior while in leisure time /recreation areas, takes corrective action including the authoring of misconducts when necessary. * 4- Prepare and enters leisure time/recreation call outs * 5. Submits Maintenance requests when necessary for leisure time/recreation areas and programs areas that are in need of repairs. * 6. Develops and operates Intramural Leagues and Holiday events- including the planning, scheduling, supervising of the events. * 7- Handle prisoner complaints and grievances concerning leisure time/recreation programs. * 8. Work with prisoner reps. concerning leisure time programs. * 9. Ensures and accounts for all tools issued to the leisure time department, ensuring they are properly coded, numbered and inventoried. |
| Duty 2  **General Summary of Duty 2 % of Time 15**  Operates facility programs for prisoners in order to meet the needs of the prisoner population, such as Pre-release and Quilting, T4C |

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| **Individual tasks related to the duty.**   * 1. Works with facility staff to facilitate programs/leisure time activities to meet prisoner needs. * 2. Ensures that necessary materials are present to ensure the program is operated properly and efficiently. * 3. Ensures that the leisure time/program is offered and operated in a safe and secure manner in accordance with Department and Facility procedures and guidelines. * 4. Schedules the leisure time/ program location, date, time and prepares the callout for the program. * 5. Completes prisoner participation reports and evaluations as required. * 6. Supervises and assists outside volunteers in the facilitation of prisoner programing as needed. |

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| Duty 3  **General Summary of Duty 3 % of Time 10**  Supervision of PBF Photo Project and visiting room photographs |
| **Individual tasks related to the duty.**   * 1. Compile photo lists from prisoner disbursement forms. * 2. Take prisoner photos- indoors and outdoors. * 3. Order supplies * 4. Maintain equipment - cameras, backdrops, etc. * 5. Notifications slip to participants. * 6. Handle prisoner complaints\concerns and grievances. * 7. Hires trains and supervises the visiting room photographer. |
| Duty 4  **General Summary of Duty 4 % of Time 10**  Barber Services Supervisor. |

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| **Individual tasks related to the duty.**   * 1. Coordinate the cutting of prisoner's hair with custody staff. * 2. Prepare and compile weekly barber list for seven housing units ensuring that prisoners receive a haircut if requested. * 3. Record daily haircut request. * 4. Supervision of prisoner barbers including hiring, training, evaluation and removal from assignment when appropriate. * 5. Inspection of barber equipment * 6. Cleaning of barber equipment. * 7. Equipment ordering, inventory and repair as needed. * 8. Handling prisoner complaints\concerns and grievances. |

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| Duty 5  **General Summary of Duty 5 % of Time 10**  Prisoner Hobby craft Supervisor. |
| **Individual tasks related to the duty.**   * 1. Approval and disapprovals of prisoner Hobby craft orders, ensuring orders are within Department guidelines ensuring safety and security are maintained. . * 2. Receiving orders and delivery to prisoners. * 3. Maintaining prisoner Hobby craft inventory (cards) * 4. Supplying and updating prisoners' with Hobby craft catalogs in the housing units. * 5. Compiling and maintaining the JCS Approved Hobby craft List. * 6. Dealing with prisoner grievances and complaints. |

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| Duty 6  **General Summary of Duty 6 % of Time 5**  Other Duties As Assigned |
| **Individual tasks related to the duty.**   * 1. Maintain tool lists for Critical, Dangerous, and Controlled tools in the 300 Building. * 2. Weekly reports of tools in the Education Building. * 3. Log and mark any new tools added to the list. * 4. Prepare and maintain Education Building shadow board for necessary tools per policy. * 5. Participate in Monthly Tool Inspections. * 6. Provide backup to the Athletic Director. * 7. Provide backup to the Classification Director. * 8. Provide backup to the Chaplain. |

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| **16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**  Decisions that mostly affect the prisoner labor and participants involved with the leisure time department. These include rules, time schedules, expenditures, workloads, etc. |
| **17. Describe the types of decisions that require your supervisor’s review.**  Monthly work schedule for position and development of new programs to be initiated. |
| **18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.**  The job requires a great deal of walking, standing, bending, sitting, lifting and some running, spending several hours outdoors during scheduled events that require direct supervision. |

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| **19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)** | | | |
| **NAME** | **CLASS TITLE** | **NAME** | **CLASS TITLE** |
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| **20. My responsibility for the above-listed employees includes the following (check as many as apply):**  **Complete and sign service ratings. Assign work.**  **Provide formal written counseling. Approve work.**  **Approve leave requests. Review work.**  **Approve time and attendance. Provide guidance on work methods.**  **Orally reprimand. Train employees in the work.** | | | |
| **21. *I certify that the above answers are my own and are accurate and complete*.**    **Signature Date** | | | |

NOTE: Make a copy of this form for your records.

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| **TO BE COMPLETED BY DIRECT SUPERVISOR**  **22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?**  N/A |

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| **23. What are the essential duties of this position?**  Provide recreation games and leisure time for prisoners in a Correctional Facility. |
| **24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.**  N/A |
| **25. What is the function of the work area and how does this position fit into that function?**  The recreation program purpose is to make more available and better recreation opportunities for the satisfaction, enjoyment, and benefit of the prisoners under the guidelines of a state correctional institution.  Organizing and instructing gym classes, intramural programs, and leisure – time activities. This involves supervising these activities, making schedules, recording keeping, ordering supplies, and equipment. Repairing equipment, properly securing recreational building and equipment. Supervising prisoner workers and prisoner participants. |
| **26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.** |
| **EDUCATION:**  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, psychology, family relations, human services or theology. |

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| **EXPERIENCE:**  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.  This is the intermediate level. The employees performs an increasing range of professional Corrections Program Coordinator assignments while learning the methods of the work that is required at the 10 level. |
| **KNOWLEDGE, SKILLS, AND ABILITIES:**  Considerable knowledge of the fundamentals and rules of common sports, calisthenics, and gymnastics. Considerable knowledge of the facilities, supplies, and equipment used in physical education and recreation programs. Considerable knowledge of the theory and psychology of play. Considerable knowledge of the use of calisthenics, gymnastics and sports as a therapeutic tool. Considerable knowledge of first aid. Considerable knowledge of the techniques of problems involved in organizing and coordinating group recreational activities in a state corrections facility. Knowledge of Departmental and Facility security procedures. Ability to carry out directions. Ability to organize and supervise a program of physical education and recreation at a state corrections facility, and ability to select games for prisoners in accordance with their physical and mental abilities. Maintain records, prepare reports and correspondence as necessary and warranted. |
| **CERTIFICATES, LICENSES, REGISTRATIONS:**  None |
| ***NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*** |
| **27. *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’s Signature Date** |
| **TO BE FILLED OUT BY APPOINTING AUTHORITY** |
| **28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.**  This is a update for the position at the Oaks Correctional Facility. |
| **29. *I certify that the entries on these pages are accurate and complete.***    **Appointing Authority’s Signature Date** |