

Employment

Personal and home care aides held about 414,000 jobs in 2000. Most aides are employed by social services agencies, home health agencies, or residential care facilities. Self-employed aides have no agency affiliation or supervision, and accept clients, set fees, and arrange work schedules on their own.

Training, Other Qualifications, and Advancement

In some States, this occupation is open to individuals with no formal training. On-the-job training is generally provided. Other States may require formal training, depending on State law. The National Association for Home Care offers national certification for personal and home care aides. Certification is a voluntary demonstration that the individual has met industry standards.

Successful personal and home care aides like to help people and do not mind hard work. They should be responsible, compassionate, emotionally stable, and cheerful. In addition, aides should be tactful, honest, and discreet because they work in private homes. Aides also must be in good health. A physical examination including State-mandated tests, such as those for tuberculosis, may be required.

Advancement for personal and home care aides is limited. In some agencies, workers start out performing homemaker duties, such as cleaning. With experience and training, they may take on personal care duties.

Job Outlook

A large number of job openings are expected for personal and home care aides because of much faster than average employment growth and high replacement needs. Personal and home care aides is expected to be one of the fastest growing occupations through the year 2010.

The number of elderly people is projected to rise substantially. This age group is characterized by mounting health problems requiring some assistance. In addition to the elderly, there will be an increasing reliance on home care for patients of all ages. This trend reflects several developments: efforts to contain costs by moving patients out of hospitals and nursing facilities as quickly as possible; the realization that treatment can be more effective in familiar surroundings rather than clinical surroundings; and the development and improvement of medical technologies for in-home treatment.

In addition to job openings created by the increase in demand for these workers, replacement needs are expected to produce numerous openings. Turnover is high, a reflection of the relatively low skill requirements, low pay, and high emotional demands of the work. For these same reasons, many people are reluctant to seek these jobs. Therefore, persons who are interested in this work and suited for it should have excellent job opportunities, particularly those with experience or training as personal care, home health, or nursing aides.

Earnings

Median hourly earnings of personal and home care aides were \$7.50 in 2000. The middle 50 percent earned between \$6.43 and \$8.53 an hour. The lowest 10 percent earned less than \$5.74, and the highest 10 percent earned more than \$10.13 an hour. Median hourly earnings in the industries employing the largest numbers of personal and home care aides in 2000 are shown below:

Residential care	\$7.97
Job training and related services	7.85
Nursing and personal care facilities	7.82
Individual and family services	7.75
Home health care services	6.49

Most employers give slight pay increases with experience and added responsibility. Aides usually are paid only for the time worked in the home. They normally are not paid for travel time between jobs. Employers often hire on-call hourly workers and provide no benefits.

Related Occupations

Personal and home care aide is a service occupation combining duties of caregivers and social service workers. Workers in related occupations that involve personal contact to help others include childcare workers; nursing, psychiatric, and home health aides; occupational therapist assistants and aides; and physical therapist assistants and aides.

Sources of Additional Information

General information about training and referrals to State and local agencies about opportunities for personal and home care aides, a list of relevant publications, and information on certification are available from:

- ▶ National Association for Home Care, 228 7th St. SE., Washington, DC 20003. Internet: <http://www.nahc.org>

Recreation and Fitness Workers

(O*NET 39-9031.00, 39-9032.00)

Significant Points

- Educational requirements for recreation workers range from a high school diploma to a graduate degree, whereas fitness workers usually need certification.
- Competition will remain keen for full-time career positions in recreation; however, job prospects for fitness workers will be more favorable.

Nature of the Work

People spend much of their leisure time participating in a wide variety of organized recreational activities, such as aerobics, arts and crafts, the performing arts, camping, and sports. Recreation and fitness workers plan, organize, and direct these activities in local playgrounds and recreation areas, parks, community centers, health clubs, fitness centers, religious organizations, camps, theme parks, and tourist attractions. Increasingly, recreational and fitness workers also are found in workplaces, where they organize and direct leisure activities and athletic programs for employees of all ages.

Recreation workers hold a variety of positions at different levels of responsibility. *Recreation leaders*, who are responsible for a recreation program's daily operation, primarily organize and direct participants. They may lead and give instruction in dance, drama, crafts, games, and sports; schedule use of facilities; keep records of equipment use; and ensure that recreation facilities and equipment are used properly. Workers who provide instruction and coach groups in specialties such as art, music, drama, swimming, or tennis may be called *activity specialists*. *Recreation supervisors* oversee recreation leaders and plan, organize, and manage recreational activities to meet the needs of a variety of populations. These workers often serve as liaisons between the director of the park or recreation center and the recreation leaders. Recreation supervisors with more-specialized responsibilities also may direct special activities or events or oversee a major activity, such as aquatics, gymnastics, or performing arts.

Directors of recreation and parks develop and manage comprehensive recreation programs in parks, playgrounds, and other settings. Directors usually serve as technical advisors to State and

local recreation and park commissions and may be responsible for recreation and park budgets.

Camp counselors lead and instruct children and teenagers in outdoor-oriented forms of recreation, such as swimming, hiking, horseback riding, and camping. In addition, counselors provide campers with specialized instruction in activities such as archery, boating, music, drama, gymnastics, tennis, and computers. In resident camps, counselors also provide guidance and supervise daily living and general socialization. (Workers in a related occupation, *recreational therapists*, help individuals recover from or adjust to illness, disability, or specific social problems; this occupation is described elsewhere in the *Handbook*.)

Fitness workers instruct or coach groups or individuals in various exercise activities. Because gyms and health clubs offer a variety of exercise activities such as weightlifting, yoga, aerobics, and karate, fitness workers typically specialize in only a few areas. *Fitness trainers* help clients assess their level of physical fitness and help them set and reach fitness goals. They also demonstrate various exercise activities and help clients improve their techniques. They may keep records of their clients' exercise sessions to analyze their progress towards physical fitness. *Personal trainers* work with clients on a one-on-one basis in either a gym or the client's home. *Aerobics instructors* conduct group exercise sessions that involve aerobic exercise, stretching, and muscle conditioning. Some fitness workers may perform the duties of both aerobics instructors and fitness trainers. *Fitness directors* oversee the operations of a



Recreation and fitness workers lead and give instruction in various activities such as aerobics, crafts, and drama.

health club or fitness center. Their work involves creating and maintaining programs that meet the needs of the club's members. (Workers in a related occupation—*athletes, coaches, umpires, and related workers*—participate in organized sports; this occupation is described elsewhere in the *Handbook*.)

Working Conditions

Recreation and fitness workers may work in a variety of settings—for example, a health club, cruise ship, woodland recreational park, or a playground in the center of a large urban community. Regardless of setting, most recreation workers spend much of their time outdoors and may work in a variety of weather conditions, whereas most fitness workers spend their time indoors at fitness centers and health clubs. Recreation and fitness directors and supervisors, however, typically spend most of their time in an office, planning programs and special events. Directors and supervisors generally engage in less physical activity than do lower-level recreation and fitness workers. Nevertheless, recreation and fitness workers at all levels risk suffering injuries during physical activities.

Most recreation and fitness workers work about 40 hours a week. People entering this field, especially camp counselors, should expect some night and weekend work and irregular hours. About 3 out of 10 work part time, and many recreation jobs are seasonal.

Employment

Recreation and fitness workers held about 427,000 jobs in 2000, and many additional workers held summer jobs in this occupation. About 63 percent were recreation workers; the rest were fitness trainers and aerobics instructors. Of those with year-round jobs as recreation workers, more than one-third worked in park and recreation departments of municipal and county governments. Nearly 1 in 5 recreation workers worked in membership organizations, such as the Boy or Girl Scouts or Red Cross, or worked for programs run by social service organizations, including senior centers, adult daycare programs, or residential care facilities like halfway houses, group homes, and institutions for delinquent youths. Another 1 out of 10 recreation workers worked for nursing and other personal care facilities.

Almost all fitness trainers and aerobics instructors were employed in physical fitness facilities, health clubs, and fitness centers, mainly within the amusement and recreation services industry or membership organizations. Other employers of recreation and fitness workers included commercial recreation establishments, amusement parks, sports and entertainment centers, wilderness and survival enterprises, tourist attractions, vacation excursion companies, hotels and resorts, summer camps, and apartment complexes. About 26,000 recreation and fitness workers were self-employed; many of these were personal trainers.

The recreation field has an unusually large number of part-time, seasonal, and volunteer jobs. These jobs include summer camp counselors, lifeguards, craft specialists, and after-school and weekend recreation program leaders. In addition, many teachers and college students accept jobs as recreation and fitness workers when school is not in session. The vast majority of volunteers serve as activity leaders at local day-camp programs, or in youth organizations, camps, nursing homes, hospitals, senior centers, and other settings. Some volunteers serve on local park and recreation boards and commissions. Volunteer experience, part-time work during school, or a summer job can lead to a full-time career as a recreation worker.

Training, Other Qualifications, and Advancement

Educational requirements for recreation workers range from a high school diploma—or sometimes less for many summer jobs—to

graduate degrees for some administrative positions in large public recreation systems. Full-time career professional positions usually require a college degree with a major in parks and recreation or leisure studies, but a bachelor's degree in any liberal arts field may be sufficient for some jobs in the private sector. In industrial recreation, or "employee services" as it is more commonly called, companies prefer to hire those with a bachelor's degree in recreation or leisure studies and a background in business administration.

Specialized training or experience in a particular field, such as art, music, drama, or athletics, is an asset for many jobs. Some jobs also require certification. For example, a lifesaving certificate is a prerequisite for teaching or coaching water-related activities. Graduates of associate degree programs in parks and recreation, social work, and other human services disciplines also enter some career recreation positions. High school graduates occasionally enter career positions, but this is not common. Some college students work part time as recreation workers while earning degrees.

A bachelor's degree and experience are preferred for most recreation supervisor jobs and required for most higher level administrator jobs. However, increasing numbers of recreation workers who aspire to administrator positions obtain master's degrees in parks and recreation or related disciplines. Certification in the recreation field also may be helpful for advancement. Also, many persons in other disciplines, including social work, forestry, and resource management, pursue graduate degrees in recreation.

Programs leading to an associate or bachelor's degree in parks and recreation, leisure studies, or related fields are offered at several hundred colleges and universities. Many also offer master's or doctoral degrees in this field. In 2000, 100 bachelor's degree programs in parks and recreation were accredited by the National Recreation and Park Association (NRPA). Accredited programs provide broad exposure to the history, theory, and practice of park and recreation management. Courses offered include community organization; supervision and administration; recreational needs of special populations, such as the elderly or disabled; and supervised fieldwork. Students may specialize in areas such as therapeutic recreation, park management, outdoor recreation, industrial or commercial recreation, or camp management.

Certification in the recreation field is offered by the NRPA National Certification Board. The NRPA, along with its State chapters, offers certification as a Certified Park and Recreation Professional (CPRP) for those with a college degree in recreation, and as a Certified Park and Recreation Associate (CPRP) for those with less than 4 years of college. Other NRPA certifications include Certified Playground Safety Inspector (CPSI) and Aquatic Facility Operator (AFO) Certification. Continuing education is necessary to remain certified.

Generally, fitness trainers and aerobics instructors must obtain a certification in the fitness field to obtain employment. Certification may be offered in various areas of exercise such as personal training, weight training, and aerobics. There are many organizations that offer certification testing in the fitness field, including the American College of Sports Medicine, American Council on Exercise, and National Strength and Conditioning Association. Certification generally is good for two years, after which workers must become recertified. Recertification is accomplished by attending continuing education classes. Most fitness workers are required to maintain a cardiopulmonary resuscitation (CPR) certification. Some employers also require workers to be certified in first aid.

An increasing number of employers require fitness workers to have a bachelor's degree in fields related to health or fitness, such as exercise science or physical education. Some employers allow workers to substitute a college degree for certification, while others

require both a degree and certification. A bachelor's degree (and, in some cases, a master's degree in exercise science, physical education, or a related area), along with experience, usually is required to advance to management positions in a health club or fitness center. Many fitness workers become personal trainers, in addition to their main job in a fitness center or as a full-time job. Some workers go into business for themselves and open up their own fitness centers.

Persons planning recreation and fitness careers should be outgoing, good at motivating people, and sensitive to the needs of others. Excellent health and physical fitness are required due to the physical nature of the job. As in many fields, managerial skills are needed to advance to supervisory or managerial positions. College courses in management, business administration, accounting, and personnel management are helpful for advancement to supervisory or managerial positions.

Job Outlook

Competition will be keen for career positions for recreation workers because this field attracts many applicants and because the number of career positions is limited compared with the numerous lower level seasonal jobs. Opportunities for staff positions should be best for persons with formal training and experience gained in part-time or seasonal recreation jobs. Those with graduate degrees should have the best opportunities for supervisory or administrative positions. Opportunities are expected to be better for fitness trainers and aerobics instructors because of relatively rapid growth in employment. Job openings for both recreation and fitness workers also will stem from the need to replace the large numbers of workers who leave these occupations each year.

The recreation field provides a large number of temporary, seasonal jobs. These positions, which typically are filled by high school or college students, generally do not have formal education requirements and are open to anyone with the desired personal qualities. Employers compete for a share of the vacationing student labor force and, although salaries in recreation often are lower than those in other fields, the nature of the work and the opportunity to work outdoors are attractive to many. Seasonal employment prospects as program directors should be best for applicants with specialized training and certification in certain activities, such as swimming.

Overall employment of recreation and fitness workers is expected to grow faster than the average for all occupations through 2010, as increasing numbers of people spend more time and money on leisure and fitness services. Average employment growth is projected for recreation workers—reflecting growth in local government and civic and social associations, industries that employ about half of all recreation workers. Employment of fitness workers—who are concentrated in the rapidly growing amusement and recreation services industry—is expected to increase much faster than average due to rising interest in personal training, aerobics instruction, and other fitness activities.

Projected job growth stems, in part, from rising demand for recreational and fitness activities for older adults in senior centers, retirement communities, and other settings. In order to prevent many illnesses, such as heart disease, strokes, and arthritis, the general population has increasingly sought the benefits of exercise and its effects on overall health and well-being. In addition, more workers will be needed to develop and lead activity programs in halfway houses, children's homes, and daycare programs for people with special needs. Recreation and fitness jobs also will continue to increase as more businesses recognize the benefits of recreation and fitness programs and other services such as wellness programs. Job growth also will occur in amusement parks, athletic clubs, camps, sports clinics, and swimming pools.

Earnings

Median hourly earnings of recreation workers who worked full time in 2000 were \$8.24. The middle 50 percent earned between about \$6.75 and \$10.65, while the top 10 percent earned \$14.61 or more. However, earnings of recreation directors and others in supervisory or managerial positions can be substantially higher. Most public and private recreation agencies provide full-time recreation workers with typical benefits; part-time workers receive few, if any, benefits. Hourly earnings in the industries employing the largest number of recreation workers in 2000 were:

Nursing and personal care facilities	\$8.70
Local government, except education and hospitals	8.40
Individual and family services	8.27
Civic and social associations	7.62
Miscellaneous amusement and recreation services	7.46

Median hourly earnings of fitness trainers and aerobics instructors in 2000 were \$10.96. The middle 50 percent earned between \$7.65 and \$17.84, while the top 10 percent earned \$25.98 or more. In 2000, earnings of these workers in the miscellaneous amusement and recreation services industry, which includes commercial fitness clubs, were \$12.22 an hour; fitness trainers and aerobics instructors in civic and social associations earned \$9.03. Earnings for successful self-employed personal trainers can be much higher.

Related Occupations

Recreation workers must exhibit leadership and sensitivity when dealing with people. Other occupations that require similar personal qualities include counselors, probation officers and correctional treatment specialists, psychologists, recreational therapists, and social workers. Occupations that focus on physical fitness, as do fitness workers, include athletes, coaches, umpires, and related workers.

Sources of Additional Information

For information on jobs in recreation, contact employers such as local government departments of parks and recreation, nursing and personal care facilities, local YMCAs, or the Boy or Girl Scouts.

Ordering information for materials describing careers and academic programs in recreation is available from:

► National Recreation and Park Association, Division of Professional Services, 22377 Belmont Ridge Rd., Ashburn, VA 20148. Internet:

<http://www.activeparks.org>

For information on careers and certification in the fitness field, contact:

► American Council on Exercise, 5820 Oberlin Dr., Suite 102, San Diego, CA 92121-3787. Internet: <http://www.acefitness.org>

► American College of Sports Medicine, P.O. Box 1440, Indianapolis, IN 46206-1440. Internet: <http://www.acsm.org>

► National Strength and Conditioning Association, 1955 North Union Blvd., Colorado Springs, CO 80909. Internet: <http://www.nasca-lift.org>

Protective Service Occupations

Correctional Officers

(O*NET 33-1011.00, 33-3011.00, 33-3012.00)

Significant Points

- The work can be stressful and hazardous.
- Job opportunities are expected to be excellent, due to fast growth and high replacement needs.
- Most jobs are in prisons in rural areas or in large regional jails.

Nature of the Work

Correctional officers are responsible for overseeing individuals who have been arrested and are awaiting trial or who have been convicted of a crime and sentenced to serve time in a jail, reformatory, or penitentiary. They maintain security and inmate accountability to prevent disturbances, assaults, or escapes. Officers have no law enforcement responsibilities outside the institution where they work. (For more information on related occupations, see the statements on police and detectives and probation officers and correctional treatment specialists elsewhere in the *Handbook*.)

Police and sheriffs' departments in county and municipal jails or precinct station houses employ many correctional officers, also known as *detention officers*. Most of the approximately 3,300 jails in the United States are operated by county governments, with about three-quarters of all jails under the jurisdiction of an elected sheriff. Individuals in the jail population change constantly as some are released, some are convicted and transferred to prison, and new offenders are arrested and enter the system. Correctional officers in the American jail system admit and process more than 11 million people a year, with about half a million offenders in jail at any given

time. When individuals are first arrested, the jail staff may not know their true identity or criminal record, and violent detainees may be placed in the general population. This is the most dangerous phase of the incarceration process for correctional officers.

Most correctional officers are employed in large jails or State and Federal prisons, watching over the approximately one million offenders who are incarcerated in Federal and State prisons at any given time. In addition to jails and prisons, a relatively small number of correctional officers oversee individuals being held by the U.S. Immigration and Naturalization Service before they are released or deported, or they work for correctional institutions that are run by private for-profit organizations. While both jails and prisons can be dangerous places to work, prison populations are more stable than jail populations, and correctional officers in prisons know the security and custodial requirements of the prisoners with whom they are dealing.

Regardless of the setting, correctional officers maintain order within the institution, and enforce rules and regulations. To help ensure that inmates are orderly and obey rules, correctional officers monitor the activities and supervise the work assignments of inmates. Sometimes, it is necessary for officers to search inmates and their living quarters for contraband like weapons or drugs, settle disputes between inmates, and enforce discipline. Correctional officers periodically inspect the facilities, checking cells and other areas of the institution for unsanitary conditions, contraband, fire hazards, and any evidence of infractions of rules. In addition, they routinely inspect locks, window bars, grilles, doors, and gates for signs of tampering. Finally, officers inspect mail and visitors for prohibited items.

Correctional officers report orally and in writing on inmate conduct and on the quality and quantity of work done by inmates. Officers also report security breaches, disturbances, violations of rules, and any unusual occurrences. They usually keep a daily log or record