

## OUT-OF-SCHOOL PROGRAM SUPERVISOR AND (RESTRICTED)

### DEFINITION

Supervises an enrichment or recreation program or programs on an out-of-school program school site and may monitor civic center activities in other school facilities.

### TYPICAL DUTIES

Supervises, organizes, schedules, promotes, conducts, and participates in enrichment and/or recreation activities for all age groups at an out-of-school program school site.

Maintains order on the playground, checking to see that District regulations are being observed.

Orders, issues, makes minor repairs to, and supervises the use of enrichment and recreation supplies and equipment.

Inspects grounds and equipment for safety and proper operation, and assures safe and appropriate use.

Participates in developing community interest in enrichment and/or recreation activities and resolves complaints by students, parents, and the public.

Administers first aid in case of minor injury.

May monitor civic center activities in school facilities.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Out-of-School Program Supervisor and (Restricted) directs the enrichment and/or recreation activities at an out-of-school program school site.

A Senior Out-of-School Program Supervisor directs the enrichment and/or recreation activities on a large out-of-school program school site where special community and disciplinary problems exist.

A Traveling Out-of-School Program Supervisor supervises the enrichment and/or recreation programs at educational complexes or elementary or secondary school playgrounds within a region.

An Out-of-School Program Worker and (Restricted) assists an Out-of-School Program Supervisor and (Restricted) or Senior Out-of-School Program Supervisor in conducting enrichment and/or recreational activities at an out-of-school program school site.

### SUPERVISION

General supervision is received from a Traveling Out-of-School Program Supervisor.

### CLASS QUALIFICATIONS

#### Knowledge of:

Techniques of initiating, teaching, and conducting enrichment and recreation activities such as sports, games, handicrafts, dramatics, and music

Safety rules and regulations pertaining to enrichment and recreation equipment, supplies and activities  
Proper maintenance and repair of enrichment and recreation equipment and supplies  
Standard first-aid techniques

Ability to:

Organize and effectively supervise out-of-school programs  
Handle community and disciplinary problems with tact and exercise good judgment in emergency situations  
Travel to other District sites and locations. Mobility to traverse all areas of the work site.

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or its equivalent is preferable.

Experience:

Three months of experience in conducting enrichment and recreation activities.

SPECIAL NOTE:

A valid Red Cross First-Aid Certificate must be obtained within 90 days after employment.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of the position at any time, as long as such addition is reasonably related to existing duties.

New Class  
11-21-19  
JXC