

OUT-OF-SCHOOL PROGRAM SUPPORT WORKER

DEFINITION

Performs routine duties to provide support to personnel involved in various District recreational and after-school enrichment programs. An Out-of-School Program Support Worker performs one or more of the duties listed below.

TYPICAL DUTIES

Performs any of a variety of support duties relating to District out-of-school enrichment and recreational activities, such as:

- Requisitioning, receiving, storing, issuing, lifting, moving, and delivering recreational, athletic, enrichment, and educational supplies, materials, and equipment.

- Delivering of supplies and equipment to various school sites on a daily basis.

- Assembling and disassembling equipment, and loading and unloading equipment.

- Fabricating components of arts and crafts projects (e.g., cutting pieces of wood, lengths of lanyard, etc.).

- Making minor repairs to and maintaining recreational, game, and other District equipment (e.g., tournament equipment, warehouse shelving, audio-visual equipment, or other office equipment).

- Maintaining inventory and other related records and documents.

- Assisting with the logistics of program events and activities.

- Supporting city wide weekend events and weekend tournaments

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Out-of-School Program Support Worker performs routine duties that do not meet the concept of any other classification employed by Beyond the Bell, LA's BEST, and other District recreational and enrichment programs. The majority of an incumbent's working time is spent at a central unit providing support to schools through supply deliveries and warehouse management.

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

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

SUPERVISION

General supervision is received from an Out-of-School Regional Director or other higher-level enrichment program personnel. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Standard methods of storing, inventorying, and issuing materials and equipment

Ability to:

Inventory, stock, and issue supplies
Apply approved techniques in performing assigned tasks
Work at a large variety of routine tasks in varied surroundings
Use Microsoft Word, Excel, or similar spreadsheet and word processing programs
Understand basic sorting and filtering concepts used in spreadsheets and databases

Special Physical Requirements:

Safely lift and carry objects weighing up to 60 pounds
Drive and deliver equipment and materials throughout greater Los Angeles
Manual dexterity to prepare materials
Work outdoors in inclement weather

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

None.

Special:

Possession of a valid California Driver License and the use of an automobile.
Willing to drive delivery vehicles throughout Greater Los Angeles.
A First-Aid Certificate issued by the American Heart Association or American Red Cross must be obtained within 90 days after employment begins and must be kept valid during the term of employment.
A CPR Certificate issued by the American Heart Association or American Red Cross must be obtained within 90 days after employment begins and must be kept valid during the term of employment.
May be required to learn to operate delivery vehicles with manual transmissions.
May be required to obtain certification to safely operate a forklift to load/unload supplies/equipment.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or to change typical duties of the position at any time.