

OUT-OF-SCHOOL PROGRAM WORKER AND (RESTRICTED)

DEFINITION

Assists in conducting various enrichment and recreation activities in out-of-school programs on a part-time basis.

TYPICAL DUTIES

Assists in organizing and conducting a variety of enrichment and recreation activities, such as arts and crafts, athletics, games, roller skating, and dramatics, during out-of-school program time.
Assists in maintaining safety and order at out-of-school program sites.
Checks a variety of equipment in and out to adults and students and assists with equipment repair and maintenance.
Administers first aid in cases of minor injury.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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

SUPERVISION

General supervision is received from an Out-of-School Program Supervisor and (Restricted), Out-of-School Senior Program Supervisor, or Playground Program Specialist. Work direction may be given to Part-time Out-of-School Program Helpers.

CLASS QUALIFICATIONS

Knowledge of:

Sports, games, handicrafts, dramatics, and music
Routine maintenance of enrichment and recreation equipment and supplies
Standard first-aid techniques

Ability to:

Use good judgment in problem 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:

Experience working with youth is preferable.

SPECIAL NOTE:

A valid Red Cross First-Aide 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