

OUT-OF-SCHOOL PROGRAM COORDINATOR

DEFINITION

Coordinates, supervises, and oversees the activities and staffing of a variety of enrichment and recreation programs (LA's BEST; Youth Services; Youth Development Program; Ready, Set, Go!; and Youth Services Plus) for a small number of schools.

TYPICAL DUTIES

- Coordinates, assembles staff, and may participate in a variety of field trips, sporting events, academic competitions and other enrichment and recreational activities designed to enrich the experience of students.
- Oversees the work location and assignments of Out-of-School Area Program Supervisors, Out-of-School Traveling Program Supervisors and other personnel to ensure compliance with the appropriate staff-child ratio determined by State law.
- Evaluates the efficiency of enrichment and recreation personnel and organized program activities to improve service to schools.
- Monitors student attendance at enrichment and recreation programs and projects the impact of attendance on the program budget.
- Plans, organizes, and conducts training programs for District out-of-school program personnel, parents, and Community-based Organizations.
- Facilitates team meetings with program personnel.
- Identifies enrichment and recreation programs that have experienced declining attendance and proposes methods to increase attendance.
- Audits time reports for out-of-school program personnel.
- Orders and distributes out-of-school program supplies and equipment.
- Participates in developing programs to solicit community interest in enrichment and recreation activities.
- Composes and designs marketing material such as packets and bulletins promoting enrichment and recreation programs.
- Assists in the screening of applications for temporary out-of-school program positions, interviews applicants, and makes recommendations for employment.
- Drives to various sites to coordinate activities and meet with staff.
- May design and develop District-wide enrichment and recreation programs, special sports events, and academic competitions.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Out-of-School Program Coordinator supervises, coordinates, and monitors the activities and staffing of a variety of recreation and enrichment programs for a small number of schools.

An Out-of-School Regional Director plans, develops, and implements community out-of-school program activities and programs for elementary, middle, and high school students; serves as a resource person to various Community Based Organizations and District personnel; and plans, develops, and coordinates a regional and/or city-wide sports or recreation, enrichment, or training program.

An Out-of-School Area Program Supervisor organizes, schedules, supervises, and evaluates enrichment and/or recreation programs at out-of-school program school sites.

SUPERVISION

General Supervision is received from an Out-of-School Regional Director; Out-of-School Senior Director; or higher-level administrator. General supervision may be exercised over out-of-school program personnel and office personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of physical education applicable to recreation programs
- Academic and athletic recreation and enrichment activities
- California Department of Education rules and regulations relating to out-of-school programs
- Child and adolescent development
- Regulations, rules, techniques, facilities, and equipment used in community recreation
- Microsoft Word, Excel, and Power Point
- Microsoft Windows Operating Systems
- Principles of Supervision

Ability to:

- Establish and maintain rapport with principals, educators, parents and various community groups
- Plan, coordinate, and supervise out-of-school programs
- Communicate effectively, both orally and in writing
- Conduct multiple projects simultaneously
- Compile, tabulate, and compute data accurately

ENTRANCE QUALIFICATIONS

Education:

A minimum of 12 semester units or the equivalent coursework in early childhood education, child development, education, human development, psychology, human relations, recreation, physical education, sociology, social work, or a related field from a recognized college or university. One year of additional qualifying experience coordinating an enrichment or recreation program beyond that required may substitute for the required education provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Two years of experience supervising a recreation or enrichment program. A bachelor's degree in education, child development, human development or public administration may substitute for up to eighteen months of the required experience.

Special:

A First-Aid Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 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 60 days after employment begins and must be kept valid during the term of employment.

A valid California Driver License.

Use of an automobile.

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

Revised and Title Changed

01-12-15

JPK²