

OUT-OF-SCHOOL AREA PROGRAM SUPERVISOR

DEFINITION

Supervises and assists in coordinating enrichment and/or recreation programs in District out-of-school program sites at elementary and secondary schools and educational complexes.

TYPICAL DUTIES

Assists in selecting and developing out-of-school personnel by planning and conducting training, coaching, consultation, mentoring and managing resources as needed.

Supervises and assists in coordinating enrichment and/or recreation activities at out-of-school program school sites.

Evaluates the effectiveness of out-of-school program personnel and organized program activities by on-site observation.

Schedules and supervises games, tournaments, meets, and other special activities.

Interprets policies and procedures for subordinates.

Participates in developing community interest in enrichment and/or recreation activities.

Assists in the procurement and distribution of recreation supplies and equipment.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

A Regional Recreation Director plans, develops, and implements community enrichment and/or recreation activities and programs for grades kindergarten through twelve; serves as a resource person to various groups and District personnel; and may plan, develop, and coordinate a District-wide sports, special events, or recreational programs.

An Out-of-School Traveling Program Supervisor supervises day-to-day implementation of enrichment and/or recreation programs at educational complexes or elementary or secondary schools within a region.

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

SUPERVISION

General supervision is received from a Regional Recreation Director. Supervision is exercised over Out-of-School Traveling Program Supervisors and Playground Program Specialists.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and methods used in organizing enrichment and/or recreation activities
- Rules, equipment, and materials for a variety of enrichment and/or recreation activities
- Methods of assessing out-of-school program needs of specific communities
- Safety considerations in the organization and operation of enrichment and/or recreation activities
- Enrichment and/or recreation interests of communities served
- Youth Development Principles
- Strategies for developing assistance and ongoing support

Ability to:

- Coordinate a variety of enrichment and/or recreation programs
- Recruit, train, support, and supervise out-of-school program personnel
- Exercise good judgment in emergency situations

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Nine months of experience in conducting out-of-school programs, including three months of supervisory experience over Out-of-School Program workers.

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 may be required for some positions.
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, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
08-18-14
EB²