

OUT-OF-SCHOOL TRAVELING PROGRAM SUPERVISOR

DEFINITION

Visits District out-of-school program school sites within a region to supervise the development and organization of enrichment and/or recreation activities.

TYPICAL DUTIES

Supervises, plans, organizes, conducts, and participates in the enrichment and/or recreation programs on out-of-school program school sites within one recreation region.
Visits assigned out-of-school program site to discuss problems and advise out-of-school program personnel of solutions.
Assists in conducting in-service training sessions for out-of-school program personnel.
Assists in interpreting Branch and District policies and procedures for subordinates.
Participates in developing community interest in enrichment and/or recreation activities.
Determines the need for and assists in the procurement and distribution of enrichment and/or recreation supplies and equipment.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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 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.

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 an Out-of-School Area Program Supervisor or a Recreation Program Supervisor. General supervision is exercised over Out-of-School Senior Out-of-School Program Supervisors, Out-of-School Program Supervisors, Out-of-School Program Workers, and Playground Program Specialists.

CLASS QUALIFICATIONS

Knowledge of:

Fundamentals of organizing group enrichment and recreation programs
Rules, equipment, and materials for a variety of enrichment and recreation activities
Safety considerations in the organization and operation of enrichment and recreation activities
Enrichment and Recreation interests of communities served

Ability to:

Recruit, supervise, and train out-of-school program personnel
Schedule and supervise a variety of enrichment and recreation activities
Exercise good judgment in emergency situations

ENTRANCE QUALIFICATIONS

Education

Graduation from high school or evidence of equivalent education proficiency.

Experience:

Nine months of experience in conducting out-of-school programs.

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 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, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

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