

OUT-OF-SCHOOL PROGRAM WORKER

DEFINITION

Assists in conducting various enrichment and recreation activities in out-of-school programs.

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

An Out-of-School Program Supervisor 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, Out-of-School Senior Program Supervisor, or Playground Program Specialist. Supervision usually is not exercised. 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

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or its equivalent is preferable.

Experience:

Experience working with youth is preferable.

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 may be required for some positions.

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
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