

## OUT-OF-SCHOOL PROGRAM SPECIALIST (SEASONAL)

### DEFINITION

Plans, develops, promotes, and participates in one or more academic, enrichment or recreation activities conducted on school sites during out-of-school time.

### TYPICAL DUTIES

Plans, organizes, promotes, schedules, and conducts one or more special activities such as arts and crafts, magic, puppetry, modeling and charm, music, dancing, roller skating, dramatics, or gymnastics on school sites during out-of-school time.

Instructs out-of-school time personnel in the techniques of conducting special activities.

Prepares or directs the preparation of special materials, such as dance routines, drama scripts, or crafts kits, used in out-of-school time programs.

Promotes public interest in special out-of-school time activities by encouraging community participation.

Requests appropriate supplies and equipment for special out-of-school time activities.

May supervise participants at special programs.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Out-of-School Program Specialist (Seasonal) organizes and conducts special activities that generally are not offered as part of the regular playground activities.

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 Program Supervisor directs the enrichment and/or recreation activities at an out-of-school program site.

### SUPERVISION

General supervision is received from an Out-of-School Regional Director, Out-of-School Program Coordinator, Out-of-School Traveling Program Supervisor, an, or a certificated Field Coordinator, Youth Services. Functional supervision is exercised over special out-of-school time activities.

### CLASS QUALIFICATIONS

#### Knowledge of:

Out-of-School time activities

Fundamentals of organizing group academic, enrichment, and recreation programs

Safety considerations in the organization and operation of out-of-school time activities

Academic, enrichment, and recreational interests of the communities served

Ability to:

Organize and conduct special playground programs  
Elicit cooperation from recreation personnel and the public for special recreation programs

ENTRANCE QUALIFICATIONS

Experience:

Six months of experience in conducting out-of-school time activities.

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 CRP 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.

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