A. **Primary Function**
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 on a part time basis.

B. **Typical Duties**
1. Supervises and assists in coordinating enrichment and/or recreation activities at out-of-school program school sites.
2. Evaluates the effectiveness of out-of-school program personnel and organized program activities by on-site observation.
3. Schedules and supervises games, tournaments, meets, and other special activities.
4. Interprets policies and procedures for subordinates.
5. Participates in developing community interest in enrichment and/or recreation activities.
6. Assists in planning and conducting in-service training sessions and in selecting out-of-school program personnel.
7. Assists in the procurement and distribution of recreation supplies and equipment.
8. Performs related duties as assigned.

C. **Distinguishing Characteristics**
An Area Out-of-School Program Supervisor organizes, schedules, supervises, and evaluates enrichment and/or recreation programs at out-of-school program school sites. Part-time (not more than 139 hours per pay period) positions in this class are in the Unclassified Service. Full-time positions are in the Classified Service.

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.

A Traveling Out-of-School Program Supervisor supervises the enrichment and/or recreation programs of either an educational complex or elementary or secondary schools within a region.

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

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

1. 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 the communities served.

2. Ability to:
   - Coordinate a variety of enrichment and/or recreation programs.
   - Recruit, train, and supervise out-of-school program personnel.
   - Exercise good judgment in emergency situations.
   - Travel to other District sites and locations. Mobility to traverse all areas of the work site.

3. Education
   - Graduation from high school or evidence of equivalent educational proficiency.

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

5. Special Requirements
   - A valid Red Cross First-Aid Certificate must be obtained within 90 days after employment begins.

JRT