A. Primary Function
Visits District out-of-school program school sites within a region to supervise the development and organization of enrichment and/or recreation activities on a part-time basis.

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

C. Distinguishing Characteristics
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. Positions in this class are part-time (not more than 139 hours per pay period) and are in the Unclassified Service. Full-time positions are in the Classified Service.

An Area Out-of-School Program Supervisor organizes, schedules, supervises, and evaluates enrichment and/or recreation programs at an out-of-school program school site.

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

E. Qualifications
1. Knowledge of
   Fundamentals of organizing group enrichment and/or 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/or recreation interests of communities served.
2. **Ability to**
   - Recruit, supervise, and train out-of-school program personnel.
   - Schedule and supervise a variety of enrichment and/or recreation activities.
   - 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 education proficiency.

4. **Experience**
   - Nine months of experience in conducting out-of-school programs.

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

JRT