A. **Primary Function**
   Assists in conducting various enrichment and recreation activities in out-of-school programs on a part-time basis.

B. **Typical Duties**
   1. 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.
   2. Assists in maintaining safety and order at out-of-school program sites.
   3. Checks a variety of equipment in and out to adults and children and assists with equipment repair and maintenance.
   4. Administers first-aid in cases of minor injury.
   5. Performs related duties as assigned.

C. **Distinguishing Characteristics**
   An Out-of-School Program Worker assists an Out-of-School Program Supervisor or Senior Out-of-School Program Supervisor in conducting enrichment and/or recreation activities at an out-of-school program school site. 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.

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

D. **Supervision**
   General supervision is received from an Out-of-School Program Supervisor, Senior Out-of-School Program Supervisor, or Playground Program Specialist. Supervision usually is not exercised. Work direction may be given to Part-time Out-of-School Program Helpers.

E. **Qualifications**
   1. **Knowledge of:**
      Sports, games, handicrafts, dramatics, and music.
      Routine maintenance of enrichment and recreation equipment and supplies.
      Standard first-aid techniques.

   2. **Ability to:**
      Use good judgment in problem situations.
      Travel to other District sites and locations. Mobility to traverse all areas of the work site.

   3. **Education**
      Graduation from high school or its equivalent is preferable.
4. **Experience**  
   Experience working with youth is preferable.

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

JRT