

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

***POSITION TITLE: RECREATION COORDINATOR***

**DEFINITION:** Under the supervision of the Assistant Superintendent or designated administrator, the Recreation Coordinator shall be responsible for the coordination of the Recreation Leaders and school programs, the safety and well being of the children in the program and other related duties. The Recreation Coordinator may be responsible for opening and/or closing the recreation center.

**ESSENTIAL FUNCTIONS:** *Duties may include, but are not limited to the following:*

- Maintain attendance records.
- Direct children's indoor and outdoor activities on a daily basis.
- Maintain control and order of the children.
- Encourage children to participate in all activities.
- Maintain payment schedule made by parents or guardian.
- Maintain time sheets of assigned recreation attendants.
- Coordinate and check on daily routine of programs and schedules.
- Coordinate and assist leaders in maintaining up-to-date payment schedules made by parents or guardians.
- Coordinate the submission of time sheets of recreation leaders.
- Collect and account for enrollment contracts.
- Collect and account for enrollment fees.
- Complete state and district forms and requirements.
- Monitor and provide information for program budget reports.
- Order supplies and equipment as required.
- Other duties as assigned.

**REQUIREMENTS:**

- Use computer and other office equipment.
- Accounting and Accounting Principals.

**QUALIFICATIONS:**

**Knowledge of:**

- Safety practices within group or individual physical activities.
- First aid.

**Ability to:**

- Work effectively with those contacted in the course of the work.
- Work independently on own initiative.
- Work independently and as part of a team.
- Demonstrate tact, patience, kindness and a positive attitude in dealing with children.
- Establish warm, understanding relationship with children.
- Maintain a clean, orderly and safe environment in which children may play.

<b>POSITION TITLE: RECREATION COORDINATOR, <i>Continued</i></b>
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**EDUCATION AND EXPERIENCE:**

- Any combination of education and/or experience which would demonstrate possession of the knowledge and abilities listed herein.
- Completion of the twelfth grade.

**PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:****Ability to:**

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of observing accuracy of reports and documents
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 30 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position.

**WORKING CONDITIONS:**

Outdoor and indoor working environment subject to bending, crouching, and kneeling, reaching in all directions.

**LICENSE OR CERTIFICATE:**

- Possession of a valid California Driver's license.
- Possession of valid CPR/First Aid Certification on or within three months of hire.

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.