

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

**POSITION TITLE: RECREATION LEADER**

**DEFINITION:** Under the supervision of the Recreation Coordinator, or Principal if the Recreation Coordinator is unavailable, shall be responsible for the organization of the Recreation Attendants and school programs, the safety and well being of the children in the program and other related duties. The Recreation Leader may be responsible for opening and/or closing the recreation center.

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

- Follow and maintain a daily routine as established by the Recreation Coordinator
- 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 schedules made by parents or guardians
- Maintain timesheets of assigned recreation attendants
- Collect and account for enrollment contracts
- Collect and account for enrollment fees
- Complete state and district forms and requirements
- Order supplies and equipment as required
- Other duties as assigned

**REQUIREMENTS:**

- Use computers 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 and as part of a team

Work independently on your own initiative

Demonstrate tact, patience, kindness and a positive attitude in dealing with children

Establish a warm, understanding relationship with children

Maintain a clean, orderly and safe environment in which children may play

***POSITION TITLE: RECREATION LEADER, Continued***

**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
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- 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.