

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: RECREATION COORDINATOR/LEADER

DEFINITION: Under the supervision of the Assistant Superintendent or designated administrator, the Recreation Coordinator/Leader shall be responsible for the coordination of the district Recreation Leaders and school recreation programs, the safety and well being of the children in the program and other related duties. The Recreation Coordinator/Leader 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 recreation and sports activities on a daily basis
- Maintain control and order of the children
- Encourage children to participate in all activities
- Use a computer and computer software in the course of work
- Maintain payment schedules made by parents or guardians
- Maintain timesheets of assigned recreation attendants
- Coordinate and check on the 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 timesheets 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 computers and other office equipment
- Accounting and Accounting Principals

QUALIFICATIONS:

Knowledge of:

- Safety practices within group or individual physical activities
- First aid
- Sports and games

Ability to:

- Work effectively with those contacted in the course of the work
- Work independently on your own initiative
- Work independently and as part of a team
- Lead sports and games
- Demonstrate tact, patience, kindness and a positive attitude in dealing with children

POSITION TITLE: RECREATION COORDINATOR, *Continued*

- Establish warm, understanding relationships with children
- Maintain a clean, orderly and safe environment in which children may play
- Use a computer and learn new computer programs

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
- Degree in recreation or physical education is desirable

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 a valid CTC Activities Certificate within 12 months of hire
- 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.