**VOLUNTEER JOB DESCRIPTION: Junior Recreation Leader Volunteer**

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<tr>
<th>Department/Location</th>
<th>Recreation Department – Youth Camps</th>
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<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>Introduce volunteer to Youth Center Camp operations</td>
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| **Duties**          | *Clean Youth Center by sweeping, vacuuming, sanitizing, and picking up trash  
                        *Assists in the organization and filing of paperwork  
                        *Arranges and sets up chairs and tables at beginning of day  
                        *Shadows Recreation Leaders and participates in group games  
                        *Encourages camp participation in organized crafts and games |
| **Qualifications/Skills** | *Be at least 13 years old  
                                    *Be able to stand, sit, and walk for prolonged periods of time  
                                    *Be able to carry up to 20 pounds  
                                    *Be able to be aware of surroundings  
                                    *Be able to communicate any incidents of emergencies with Recreation staff  
                                    *Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned. |
| **Length of Assignment** | As needed |
| **Time Commitment** | 2-4 Hours/Day, 4 Days/Week |
| **Supervisor**      | Recreation Coordinator or designee |

If you are interested in applying for this position please contact:  
Amy Colony, Volunteer Coordinator  
831-648-3123; acolony@cityofpacificgrove.org