



City of Pacific Grove – Volunteer Program
300 Forest Avenue
Pacific Grove, CA 93950

VOLUNTEER JOB DESCRIPTION: Junior Recreation Leader Volunteer

Department/Location	Recreation Department – Youth Camps
Purpose	Introduce volunteer to Youth Center Camp operations
Duties	<ul style="list-style-type: none">*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	<ul style="list-style-type: none">*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