



## **CITY OF PACIFICA**

### **RECREATION LEADER I**

#### **DEFINITION**

Under direct supervision, assists in organizing and conducting recreation, camp, and community service activities. Provides basic support to senior staff, leads assigned games and crafts, ensures the safety and participation of children and youth, and contributes to creating a positive and engaging program environment.

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry-level classification in the Recreation Leader series, designed primarily for students or first-time employees under 18 years of age. Incumbents receive close supervision and structured direction, learning to facilitate activities and implement recreation programs safely and effectively. Work is seasonal and may include summer day camps, after-school programs, and community events.

#### **EXAMPLES OF ESSENTIAL DUTIES**

- Assist in planning, organizing, and leading recreation activities such as games, arts and crafts, sports, and special events.
- Supervise children and maintain a safe, inclusive, and positive program environment.
- Support Recreation Leader II/III staff in preparing materials, equipment, and program areas.
- Monitor participant behavior, enforce rules, and report incidents or concerns to supervisors.
- Participate in staff meetings and required training sessions.
- Provide courteous and helpful customer service to participants and parents.
- Assist in the setup and cleanup of program spaces.
- Model responsible and respectful behavior consistent with City and departmental policies.
- Perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

- Education and Experience: Completion of at least the eighth grade. Experience working with children in a camp, classroom, or volunteer setting is desirable but not required.
- Must be at least 15 years of age at the time of appointment. If under 18, must possess or obtain a valid work permit. CPR and First Aid certification required within 30 days of hire.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Basic principles of recreation and youth engagement, common playground games, arts and crafts, and age-appropriate activities.
- Familiarity with safety practices, emergency procedures, and positive behavior management.

Ability to:

- Follow directions and work cooperatively with staff and participants.
- Communicate clearly and courteously with peers, supervisors, and program participants.
- Demonstrate enthusiasm, reliability, and commitment to safety.
- Maintain discipline and attend required training.

## **WORKING CONDITIONS**

**Environmental Conditions:** Work is performed both indoors and outdoors in community centers, parks, and recreation facilities, with exposure to varying weather conditions and active play environments.

**Working Conditions:** Requires mobility to lead recreation activities, visual and auditory acuity to monitor participants, and strength to lift and carry up to 25 pounds.

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**Job Title:** Recreation Leader I

**Reports To:**

**Job Type:** Part-time

**FLSA Status:** Non-Exempt

**Bargaining Unit:** Unrepresented

**Adopted:** 01/01/2026

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