



Job Title: Program Assistant

Position Type: Part-Time

Schedule: Occasional evenings and weekends

Pay Rate: Begins at \$18 per hour, commensurate with experience

Job Description:

We are seeking an **outgoing and energetic Part-Time Program Assistant** to join our team! In this role, you will help plan and execute special events, supervise concession stands, assist with various programs and sports leagues, and perform other duties as assigned. This is a hands-on position that requires flexibility, enthusiasm, and a passion for engaging with our community.

Responsibilities:

- Assist in planning and coordinating special events
- Supervise concession stands during events and programs
- Support program and sports activities and assist staff as needed
- Help coordinate social media campaigns
- Oversee district rentals and reservations
- Perform other duties as assigned

Qualifications:

- Energetic, outgoing, and personable
- Strong communication, organization, and computer skills
- Ability to work occasional evenings and weekends
- Experience in event planning, program support, or customer service is a plus

How to Apply:

Interested candidates should apply in person at Strasburg Rec Center, 1932 Burton Street, by **March 26, 2026**. Questions? Call 303-622-4260