

## **JOB TITLE: PROGRAM ASSISTANT**

**JOB SUMMARY:** The Program Assistant is a part-time non-exempt position responsible for providing administrative support to the Recreation Department and assisting the Recreation Director in the development, planning, marketing/promotion and execution of a variety of recreation programs. The Program Assistant has a hands-on role in managing a schedule of weekly programs and bus trips for our senior citizen program.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Parks and Recreation Director and the general policy direction of the Select Board in accordance with NH RSAs; duties are performed independently requiring the significant exercise of judgment and initiative.

**EMPLOYMENT STATUS:** Part-time (20 hours per week). This is a part-time hourly position.

### **DUTIES AND RESPONSIBILITIES:**

*(The listed examples are illustrative only and are not intended to include all duties found in this position.)*

- Serve as point of contact for Department communications to include phone, email, and in person.
- Manage program/event registrations, including the collection of participation fees via online and cash transactions.
- Assist in the management Department financials (Accounts Payable and Accounts Receivable), work with the Finance Department to monitor department budgets and provide monthly reporting to the Recreation Director.
- Plan and coordinate Senior Citizen activities, programs and events.
- Community 'Bus Trip' Outings for residents (4-6 events annually).
- Plan, organize and administer a comprehensive community Recreation program as detailed in the above summary.
- Develop new programs and assist in the Recreation recruitment, training and management of all program volunteers and vendors.
- Design and produce marketing assets to promote Recreation Department-sponsored programs, including printed collateral (info flyers and posters), content for Stratham Magazine, digital and social media marketing.
- Management of all vendors and volunteers involved in the execution of programs and events.
- Establish and build partnerships with neighboring communities to further evolve cooperative community offerings.
- Perform other duties as assigned.

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

- Highly organized with the ability to manage multiple, simultaneously occurring programs/projects.
- Tracking and management of department receipts and preparing remittance documents to the finance department.

- Assist the Director and Program Coordinator with the departments budgets.
- Excellent verbal and written communication skills
- Ability to establish and maintain professional relationships with other town employees, civic groups and the general public.
- Understanding of current Recreation programming trends as they pertain to older adults.
- Ability to work with large or small groups.
- Ability to utilize various digital systems, including Microsoft Office, social media platforms and other software utilized by the Recreation Department.
- Schedule will be Monday through Friday, 8:30 am-12:30 pm.
  - Quarterly bus trips, all day
  - Monthly luncheons, 10AM-2PM
  - Schedule subject to change as needed to meet position requirements as needed. Some weekends and evenings maybe necessary.
- First Aid, CPR & AED certified.

**PHYSICAL REQUIREMENTS:** Minimal physical effort required to perform functions under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at an efficient speed. The employee is required to use hands to finger, handle, or feel objects, tools, or controls, and to reach with hands and arms. The employee is frequently required to sit, talk, listen and hear. Occasionally may be required to lift objects up to 50 pounds. Normal vision is required.

**SUPERVISION EXERCISED:** Carries out all supervisory functions in accordance with Town's rules, policies and applicable laws.

The Program Assistant has responsibility for supervising:

- Volunteers at the various programs and events detailed above
- All vendors involved in the execution of programs and events detailed above

**TOOLS AND EQUIPMENT USED:** Computers, software, calculator, copier, fax machine, phone and other general office equipment.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Recreation Management or related field; one to two years of progressively responsible experience in professional, municipal Parks and Recreation; or an equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities.