

April 14, 2021

---from Terri Rodgers for Orcas Island Park and Recreation District---

Orcas Island Park and Recreation District has an opening for **Program Assistant**

OIPRD is looking for a Program Assistant to join our small team. This is a year-round, full-time career position.

The Program Assistant is primarily responsible for assisting with the development and set up of program activities for adults and youth; recruiting coaches and volunteers; maintaining accountabilities for OIPRD property and supplies; providing activity supervision to ensure a positive, safe and enriching experience for participants; administrative duties including attendance rosters, fee collection, program files/checklists, creating marketing materials and registration management. This position will serve as the primary parent/guardian liaison. Some weekend and evening work in conjunction with projects and program activities. Must have a valid WA State Driver's license. Background screening required.

Please see the complete job description at oiprd.org and send letter of interest with current resume to Terri Rodgers at terri@oiprd.org or stop by our office located in the Funhouse Commons at 30 Pea Patch Lane. Applications will be accepted until position is filled.