

## **Program Assistant Job Description**

The Program Assistant will:

- 1.** Work with the Director in the development and set up of program activities.
- 2.** Assist the Director with marketing work and flyers/brochures, in electronic and other form and make activity postings and updates for the ActiveNet website, OIPRD website, Google calendar posting, Community calendar posting, local bulletin postings and other postings as directed.
- 3.** Actively and accurately maintain, manage and report to the Director all inventory and requests, including preseason preparation and post-season breakdown.
- 4.** Maintain and establish accountabilities for OIPRD property and supplies, including set-up and cleanup of equipment needed for the activities and provide activity checklists to the Director.
- 5.** Provide activity coverage including onsite registration, checking in with volunteers, equipment, and facilities during activity hours, and report findings to the Director.
- 6.** Verify the daily Program Fee Transfer, Drop-in Sheets and Activity Checklist turned in by the Facility Supervisor. Review for accuracy and inform the Director of any reported participant or facility issues.
- 7.** Walk youth participants to and from various activities.
- 8.** Supervise participants to provide a positive, safe and enriching experience. Serve as primary parent/guardian liaison. Participate in activities and act as a back-up instructor/coach as needed.
- 9.** Provide basic first aid during activities; contact emergency personnel as needed in the event of an injury; maintain emergency contact lists for program participants.
- 10.** Complete attendance rosters, drop-in fee collection and secure all moneys collected during the activity. At the end of the activity complete the program fee transfer form and deposit all forms and moneys in the OIPRD drop box.
- 11.** Prepare and maintain in the OIPRD office files for each program to include registration forms, rosters, equipment issued, and other files as directed.

**12. Complete other duties as assigned.**

Includes some weekends or evening work in conjunction with programs activities.

**MINIMUM REQUIREMENTS:** High school diploma or GED, and a minimum of one year direct or transferable skill experiences related to job duties and responsibilities, or any equivalent combination of education and experience that demonstrates the ability to perform the essential functions of the job. A valid Washington State driver's license and personal transportation are required. The Program Assistant may also be required to sign a drug-free workplace agreement and an agreement not to use tobacco products on the job. Background screening required.

**WORKING CONDITIONS / PHYSICAL REQUIREMENTS:** Work is primarily performed in an indoor setting, though it will periodically be necessary to perform work outdoors and at off-site facilities. Must be able to carry 25 lbs. and be able to visit sites where programs are occurring. This job also requires the ability to handle the emotional stress of balancing multiple duties and regular contact with the public.

While it is understood that this position will require some office time, some field time and occasional off island time, it is understood this is not a 'work from home' position. Regular office hours are expected, unless directed otherwise, as necessary to maintain health and safety of staff and office environment.