

**Job Title:** Part-Time Recreation Program Assistant

**Department:** Swanton Recreation Commission

**Reports To:** Executive Director

**Hours:** 10-15 hours per week (flexible schedule, primarily afternoons, evenings, and weekends)

**Compensation:** Based on Experience

### **Position Overview:**

Swanton Recreation Commission is seeking a dedicated and energetic **Part-Time Recreation Program Assistant** to support the facilitation of recreation programs, events, and overall operations. This position is ideal for someone passionate about community engagement, youth programming, and recreational activities. The role requires flexibility, as hours will primarily be during afternoons, evenings, and weekends.

### **Key Responsibilities:**

#### **Program Facilitation & Support:**

- Assist with the setup, execution, and breakdown of recreation programs, events, and activities.
- Engage with participants to ensure a welcoming, inclusive, and fun environment.
- Help monitor programs to ensure safety and adherence to guidelines.
- Support volunteers and instructors in delivering quality programming.

#### **Facility & Equipment Management:**

- Ensure program spaces are clean, organized, and properly set up for activities.
- Assist with maintaining recreation equipment and supplies.
- Report any facility or equipment concerns to the Recreation Commission Executive Director.

#### **Administrative & Customer Service Support:**

- Provide on-site support for check-in, registration, and participant inquiries.
- Communicate with families, participants, and staff to ensure smooth operations.
- Assist with social media updates, flyers, and other promotional efforts as needed.

### **Qualifications & Skills:**

- Enthusiastic and community-oriented with a passion for recreation.
- Experience in recreation, youth programming, event planning, or a related field is a plus.

- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Reliable, responsible, and able to adapt to a flexible work schedule.
- CPR/First Aid certification (or willingness to obtain).
- Must pass a background check.

**Work Environment & Physical Requirements:**

- Ability to lift up to 25 lbs. and move equipment as needed.
- Work is conducted both indoors and outdoors in various weather conditions.
- Frequent standing, walking, and interacting with participants.

**How to Apply:**

Interested applicants should submit a resume and a brief letter of interest attention Nicole Draper, Executive Director, via email [swantonrecreation@gmail.com](mailto:swantonrecreation@gmail.com). Applications will be reviewed on a rolling basis until the position is filled.

Swanton Recreation Commission, is a department of the Town of Swanton which is an equal-opportunity employer. We encourage applicants of all backgrounds to apply.