



535 North Tyler Avenue  
PO Box 1480  
Pinedale, WY 82941

www.pinedaleaquatic.com  
307.367.2832

**Job Description: PROGRAM ASSISTANT**

The Program Assistant is responsible for assisting program managers in the successful execution of recreation programs while ensuring safety and providing supervision of participants. This might include hands-on work with programs as well as required program prep and clean-up.

**Supervised By:** Supervisor, Manager, and Assistant of department

**Essential Job Duties:**

- Set-up and tear-down of indoor and outdoor programs.
- Supervises program participants, including coaching and instruction.
- Assists in creating an environment that is safe, positive, and educational for participants and staff.
- Engages program participants to promote the goals of the program as well as the mission of PAC.
- Maintains participant records and attendance as directed.
- Attends trainings and meetings as appropriate.
- Assists in inventorying and organizing of program supplies/equipment.
- Assists in transporting program participants as appropriate.
- Performs other duties as assigned.

**Qualifications:**

- Must be 15 years of age or older.
- Education: Currently enrolled in High School or a High school equivalency required.
- Must possess Adult/Child CPR/First Aid certification or be able to obtain it within 90 days of hire.
- Experience working with youth is highly desired.
- Must pass reference checks and, if age 18 years or older, background screenings, which include a criminal background check and a driver motor vehicle record check. Must pass any required drug screenings.

**Abilities:**

- Must be able to accurately and proactively communicate both verbally and in writing.
- Must be able to exercise mature and independent judgment and critical thought.
- Must be able to maintain courteous and effective working relationships with the public and coworkers.
- Must be able to work in a fast-paced environment.
- Must possess excellent skills in organization of time and responsibilities with the ability to handle a number of program schedules and time commitments.
- Must possess excellent skills in interacting with youth including proactive involvement, leading by example, and managing disciplinary issues in a positive manner that follows PAC policies and procedures.
- Knowledge of sports and rules of play is highly desired.
- Must be physically able to participate in a variety of activities on a daily basis including, but not limited to, walking and standing for long periods of time, crouching, climbing stairs, carrying items, and walking on uneven surfaces.

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I, \_\_\_\_\_ have read the above job description for the Pinedale Aquatic Center - Recreation Program Assistant position. To the best of my knowledge I am able to perform all duties of the job as described.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date