



535 North Tyler Avenue
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307.367.2832

Job Description: PROGRAM ASSISTANT

The Program Assistant supports the successful delivery of PAC programs by assisting program coordinators with program preparation, supervision, and participant engagement. This is an hourly position and may work a varied schedule that includes mornings, evenings, weekends, and holidays.

Supervised By: Supervisor, Manager, and/or Assistant of Department

Supervises: None

ESSENTIAL JOB DUTIES:

- **Patron Engagement & Customer Service (Commitment, Quality)**
 - Supervise program participants and assist with coaching, instruction, and activities.
 - Engage participants in a positive and encouraging manner that supports program goals.
 - **Program & Facility Support (Commitment, Creativity, Quality)**
 - Assist with set-up and tear-down of indoor and outdoor programs.
 - Help prepare materials and supplies needed for program activities.
 - Assist in organizing and maintaining program equipment and supplies.
 - Support program leaders to ensure activities run smoothly and effectively.
 - Participate in regular evaluation and review of programs.
 - **Safety, Cleanliness & Operations (Quality, Consistency)**
 - Monitor participant safety and follow all program rules and procedures.
 - Maintain participant records and attendance as directed.
 - Attend required trainings and meetings.
 - **Teamwork & Communication (Commitment, Consistency)**
 - Communicate effectively with supervisors, coworkers, and participants.
 - Support other PAC departments and staff when needed.
 - **Other**
 - Performs additional duties as assigned to support PAC's mission and community service goals.
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QUALIFICATIONS:

- Must be 15 years of age or older.
 - Experience working with youth is preferred.
 - CPR/First Aid Certification (or ability to obtain within 90 days).
 - Must pass a background check (ages 18+) and any required drug screenings.
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ABILITIES:

- Demonstrate mature judgment and the ability to problem-solve independently. (*Creativity*)
- Maintain positive and effective relationships with participants, coworkers, and the public. (*Commitment, Quality*)
- Work efficiently in a fast-paced environment while managing multiple program responsibilities. (*Creativity, Consistency*)
- Demonstrate positive leadership and engagement when working with youth. (*Quality*)

PHYSICAL REQUIREMENTS

- Ability to participate in daily activities including walking and standing for extended periods, crouching, climbing stairs, carrying items, and walking on uneven surfaces.

POSITION: PROGRAM ASSISTANT

ACKNOWLEDGEMENT:

This job description is not intended to be an exhaustive list of duties. Responsibilities may change at any time to meet organizational needs.

The employee signature below acknowledges the employee's understanding of the requirements, essential functions, and expectations of the position and affirms their ability to perform the essential functions, with or without reasonable accommodation.

Employee _____

Date _____

Supervisor _____

Date _____
