JOB DESCRIPTION: Program Assistant

Exempt/Non-exempt: Non-Exempt | Full Time
Schedule: Weekdays, Weekends, & Holidays | Minimum Hours: 40 hrs a week / $18 / hour
Department: Education and Programs | Supervisor: Education & Programs Manager

The Program Assistant is responsible for assisting with the delivery of programs offered at Fairytale Town including daily activities, workshops, events, overnight programs, special programs, and volunteer management designated to promote children’s creativity.

Job Duties: Duties may include but are not limited to:
Daily Activities
Develop and implement educational programs
  - Lesson planning and leading daily activities -- crafts, story times, etc.
  - Celebrating holidays and themed months (e.g. Native American Heritage Month)
  - Multilingual activities
Programming
  - Teach workshops and programs.
  - Assist in program development.
  - Assist in field trip check in and workshops.
  - Assist in rentals, overnights, and off-site programming.
Event Planning
  - Assist in event preparation for park events.
  - Assist in leading activities during park events.
  - Coordinate and assist in volunteer oversight during events.
Volunteer Management
  - Recruit, schedule and manage volunteers

Perform other duties as assigned.

Job Skills/Experience Requirements:
  - 2+ years’ experience working with children
  - Strong organizational skills and multitasking ability
  - Excellent written and verbal communication skills

Job Skills Desired:
  - Self-Motivated and able to work with minimal supervision.
  - Experience in developing and implementing youth programming

Education / Certifications:
  - Completed courses in child development / parks and recreation / education fields (desired)
  - First Aid Certification (preferred)

Job Abilities:
  - Lift, carry and push or pull heavy objects up to 50 lbs.
  - Applicants must be 18 years old or have completed high school or equivalent education.

To apply: Submit cover letter and resume to Education and Programs Manager at shawes@fairytaletown.org

Last Modified: May 2023