**Town of Harwich, Massachusetts**

Program Aide

Harwich Cultural Center-204 Sisson Road

The Town of Harwich seeks a qualified individual with customer service and supervisory experience to fill the position of Program Aide at the Cultural Arts Municipal Building. This position provides oversight, coverage, and monitoring of activities and maintenance of the Cultural Arts Municipal Building and events. This is a flexible position and requires some night and weekend work. The successful candidate will have the ability to manage time effectively, as schedule will vary each week.

Responsibilities for this position include supervising youth and adult activities at the Cultural Arts Building, overseeing room set ups, and overseeing the safety and cleanliness of the facility. The position also requires providing information about the facility and programs to the public. A successful candidate should have knowledge of public relations, customer service, and program coordination and operation. Candidate must have the ability to identify and handle emergency situations, following appropriate procedures. Candidate is required to enforce all rules set forth by the Town of Harwich, state, and federal government.

**Department**: Cultural Affairs

**Location**: The 204, Cultural Arts Municipal Building. 204 Sisson Road

**Benefits**: No

**Closing** **Date**: Open until filled

**Pay Grade**: Personnel Bylaws: PT-3 ($16.98-$21.80/hour)

**Schedule**: Part-time, 19 hours/week. Some of the 19 hours/week are set and the remaining are flexible to allow for program coordination and coverage. Set hours are as follows: Monday through Friday,
4:00 PM – 7:00 PM.

**Supervisor**: Kara Mewhinney Director of Cultural Affairs