**Job Title: Parks and Recreation Program Assistant**

**Job Overview:** As a Parks and Recreation Program Assistant you will play a crucial role in ensuring the success of events, whether working at Nerf parties, community events, Rollin Rec, or other types of gatherings. Program Assistant support helps to streamline processes, enhance participant experiences, and achieve the objectives of the event. Leading and assisting with birthday parties involves a combination of planning, coordination, and on-the-day execution to ensure that the celebration is enjoyable and memorable for the guest of honor and their guests. A Program Assistant can play a vital role in supporting and enhancing the experience for participants, fostering creativity, self-expression, and enjoyment within the community. By leading and assisting with birthday parties a Program Assistant can help ensure that the celebration is well-planned, smoothly executed, and thoroughly enjoyed by all involved. Their support can alleviate stress for the host and create lasting memories for the birthday person and their guests.

Character costume wear refers to the practice of dressing up as a specific character, often from fiction, pop culture, or historical contexts for themed events. By assisting with character costume wear activities, a Program Assistant can contribute to the success of events by enhancing participant engagement, creativity, and enjoyment. Their support can help create a fun and memorable experience for everyone involved.

Here's how a Program Assistant might approach this:

1. **Material Preparation**: Assist in gathering and organizing materials and supplies needed for all activities, such as paints, brushes, paper, glue, scissors, and other supplies. This could involve purchasing materials, setting up workstations, and ensuring everything is readily accessible for participants.
2. **Demonstrations and Instructions**: Provide demonstrations and instructions to participants on how to complete various projects. This might include showing different techniques, providing step-by-step guidance, and offering tips or suggestions to help participants.
3. **Assistance and Support**: Offer hands-on assistance and support to participants as they work on their activities. This could involve answering questions, providing guidance, troubleshooting issues, and offering encouragement to help participants overcome challenges.
4. **Creativity Promotion**: Encourage participants to participate in activities. This might involve suggesting alternative approaches, encouraging innovation, and fostering a supportive and non-judgmental environment where participants feel comfortable trying new things.
5. **Adaptation and Accommodation**: Be prepared to adapt activities and provide accommodations as needed to accommodate participants with diverse needs and abilities. This could involve modifying projects, providing additional assistance or resources, or offering alternative options to ensure all participants can fully participate and enjoy the activity.
6. **Cleanup and Maintenance**: Assist in cleanup and maintenance tasks following activities, such as tidying up work areas, organizing supplies, and ensuring that materials are properly stored and maintained for future use.
7. **Documentation and Evaluation**: Help document participants' progress and experiences with activities, such as taking photos, collecting feedback, and tracking outcomes. This information can be valuable for evaluating the effectiveness of the program and identifying areas for improvement.
8. **Logistics and Operations**:
	1. Assist in coordinating event setup, including arranging seating, signage, and decorations.
	2. Help manage on-site logistics such as registration/check-in, catering, audiovisual equipment, and staffing.
	3. Troubleshoot any issues or challenges that arise during the event.
9. **Attendee Experience**:
	1. Help create a welcoming and engaging atmosphere for attendees.
	2. Assist with providing information, directions, and assistance to attendees during the event.
	3. Gather feedback from attendees to assess their satisfaction and identify areas for improvement.
10. **Participant Support**: Provide support and assistance to participants as they prepare and wear their character costumes. This could include helping with costume fittings, offering advice on costume maintenance or repairs, and addressing any concerns or issues that arise.
11. **Safety and Comfort**: Ensure that participants' costumes are safe and comfortable to wear, especially if the event involves activities such as walking, dancing, or performing. This might involve providing tips on costume safety, offering first aid assistance if needed, and creating a supportive environment for participants.
12. **Feedback and Evaluation**: Gather feedback from participants after the event to assess their experience with character costume-wear activities. This could help identify areas for improvement and inform future event planning efforts.

MCCPRA is a drug-free workplace. All employees are subject to a criminal background check.