Community Recreation Association
400 Main Street • Dalton, MA 01226
413-684-0260 • www.daltoncra.org

CRA JOB OPPORTUNITY

Program Administrator

The Dalton Community Recreation Association (CRA) is seeking a highly motivated, professional and hard-working individual for the position of Program Administrator. This part-time hourly position will be responsible for supporting the youth center staff in the execution of youth activities, including sports leagues and teen programs. The qualified candidate should have a high school diploma, strong computer skills, be friendly, have a positive attitude, a focus on customer service and be a solid team player. Must be able to work in a fast paced environment. Opportunity to grow. 25 hours a week; Monday – Friday.
Salary based on experience.

Send a resume and cover letter by September 23, 2016 to:

apeters@daltoncra.org
or
Alison Peters
Dalton CRA
400 Main Street
Dalton, MA 01226

The Dalton CRA is an Equal Opportunity Employer.