



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

– CRA JOB OPPORTUNITY –
Program Administrator

JOB TYPE Full Time
PAY \$33,000–\$38,000 per year

POSITION SUMMARY

The Dalton Community Recreation Association (CRA) is seeking a highly motivated, professional, and hard-working individual to join our team as a Program Administrator. This position is responsible for supporting the sports program in the execution of youth activities, support the fitness center programming, and managing the front desk. This role involves being able to work in a fun and fast-paced environment. It is a full-time, salaried position with benefits including vacation/sick time, paid holidays, medical insurance, 401k, and a fitness membership for your immediate family.

REQUIREMENTS TO SUCCEED IN THIS ROLE

- High School diploma or GED
- Thorough knowledge of Microsoft Office Suite and ability to quickly learn other programs.
- Proven customer service skills
- Good communication skills, both written and verbal
- Be detail oriented and organized
- Self-starter, team player, not afraid to jump in and assist where needed
- Experience providing office support, preferred but not required

The Dalton Community Recreation Association (CRA) is non-profit organization with a mission of building a sense of community by offering social, educational, recreational, cultural, and wellness programs to the Central Berkshire community in a safe, welcoming and inclusive environment. We are an Equal Opportunity Employer.

Send your resume and cover letter to:
Tvreland@daltoncra.org