

## Community Program Specialist

**Salary:** \$20.00 per hour

**Type:** Part time – Seasonal 20hrs/wk

**Benefits:** None

**Date Posted:** 5/28/2025

### About HCDD

The Housing and Community Development Department is made up of three different departments: Code Enforcement, Neighborhood Relations, and Housing First. These functions of HCDD are all supported by and work closely with the Community Development Grants and Finance segments of the City to achieve a better Salisbury for today and the future to come.

### Profile

The Community Programs Specialist (CPS) will support the Community Relations Division in implementing evidence-based programs and practices in the City's neighborhoods. The CPS will be the onsite contact for the City's Summer Park program which runs June 30, 2025-August 22, 2025. The CPS will oversee youth programs at Lake Street Playground between the hours of 9am-1pm, Monday- Friday . Primary responsibility will be to encourage youth to engage in sports activities, arts and crafts, and group play.

### Education

- High School Diploma or GED required.

### Experience

- Previous experience with community engagement and programming is preferred but not required. Previous experience working with youth is preferred.

### Requirements/Certifications

None required

### How to Apply

**1** Visit [salisbury.md/apply](https://salisbury.md/apply)

**2** Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. Jobs will be posted for a minimum of 2 weeks.

Classification Title: Community Program Specialist  
Grade: SEASONAL  
Department: Housing and Community Development  
FLSA Status: NE  
Date: 05/21/2025

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**Position Profile:** The Community Programs Specialist (CPS) will support the Community Relations Division in implementing evidence-based programs and practices by serving the onsite contact for the City's Summer Park program which runs June 30, 2025-August 22, 2025. The CPS will oversee youth programs at Lake Street Playground between the hours of 9am-1pm, Monday- Friday.

**Administrative Planning:** Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner.

- Plan, organize and efficiently manage activities and assignments
- Provide support to youth who attend the Summer Park program at Lake Street Playground
- Identify required equipment and supplies to manage activities effectively
- Assist in building increased relations between the Community and the City of Salisbury

**Skills Proficiency:**

- Knowledge of government policies and procedures
- Knowledge of the City of Salisbury's community
- Ability to act as a representative of City of Salisbury to the public
- Ability to plan and organize special events, programs and projects
- Ability to effectively prioritize and multitask while paying attention to detail
- Ability to accurately prepare and maintain documents, records, reports
- Effective communication skills
- Experience with social media

**Leadership/Team Leader:** Act as a role model and peer leader among teammates and colleagues.

- Cultivates, develops, and maintains professional relationships with other employees and members of the public.
- Acts as a role model for youth while at community centers and community events.

**Stewardship/Financial:** Safeguards equipment, supplies and materials.

- Assists with the maintenance and upkeep of equipment and facilities.
- Safeguards and maintains all equipment used for outside events.

### **Performance Expectations**

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

### **Education and Experience**

- High School Diploma or GED
- Experience working with youth
- Valid State of Maryland Driver's License

### **Physical Requirements**

- Ability to lift up to 50lbs.
- Work environment includes being outdoors.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.