



DEPARTMENT OF

HOUSING AND COMMUNITY DEVELOPMENT

Community Programs Specialist *Seasonal*

Salary: \$20/hr

Type: Seasonal-part time

Benefits: None

Date Posted: 4/1/2026

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 programs and practices in the City's neighborhood parks. The CPS will be the on-site contact for the City's Summer park program, which runs June 30 -August 14, 2026. The CPS will oversee youth programs at Lake Street Playground and/or Doverdale Park between the hours of 9am-1pm, Monday- Friday . The primary responsibility will be to encourage youth to engage in sports, arts and crafts, and group play. This position will work 20 hours/week.

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

Valid Driver's License

How to Apply

1 Visit 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: 4/1/2026

Position Profile: The Community Programs Specialist (CPS) will support the Community Relations Division in implementing programs and practices in the City's neighborhood parks. The CPS will be the on-site contact for the City's Summer park program, which runs June 30 -August 14, 2026. The CPS will oversee youth programs at Lake Street Playground and/or Doverdale Park between the hours of 9am-1pm, Monday- Friday. The primary responsibility will be to encourage youth to engage in sports, arts and crafts, and group play.

Administrative Management: 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
- Identify required equipment and supplies to manage activities
- Assist in building a positive relationship between the community and the City of Salisbury

Skills Proficiency/Strategic Planning 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
- Effective communication skills

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 programs.

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

Minimum Requirements:

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

Physical Requirements

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

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.