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November 5, 2026

PCDC Crane Center: Operations Assistant Job Description (P/T)

Are you dependable, organized, and comfortable working independently? Do you enjoy supporting community programs, sports, and events?

Philadelphia Chinatown Development Corporation (PCDC) is seeking **two part-time** Operations Assistants to support evening and weekend operations at Crane Community Center in Chinatown, Philadelphia. Staff are generally the only PCDC/Crane staff member on site during their assigned shift and dependable, comfortable working independently, and able to use good judgment.

Starting pay is $15/hour during training, with the potential to increase based on performance and demonstrated competency.

Duties and Responsibilities

Operations Assistants support Front Desk coverage and the daily operation of the facility, including:

- Welcome visitors, answer general questions, and ensure everyone entering the second floor signs in using the required QR code.
- Set up and break down the gym for scheduled sports, including basketball, badminton, and volleyball; return equipment to its proper storage area.
- Work with other staff on event setup and breakdown, including arranging tables, chairs, equipment, and supplies.
- Monitor the daily facility schedule and help keep the Front Desk, lobby, gym, and shared spaces clean and organized.
- Work independently, follow opening, closing, and safety procedures, complete shift notes, and report maintenance, equipment, or safety concerns to the supervisor.
- For rental inquiries, provide the Operations Manager & Youth Program Director's business card and direct individuals to contact them during PCDC business hours. Do not quote rates or confirm reservations. Answering the PCDC office phone after regular business hours is not required.
- Other duties as assigned.

Education and Experience

- Reliable, punctual, and able to work independently with minimal supervision.
- Strong interpersonal, communication, and customer service skills; able to work with people of diverse ages and backgrounds.
- Able to perform physical tasks such as moving tables, chairs, and sports equipment safely; ask for assistance with heavy or awkward items.
- Available for evening and weekend shifts. Customer service, facility, recreation, sports, or event setup experience is preferred. Chinese/English bilingual ability is a plus.
- **Minimum age: 18 years.** *Required by Pennsylvania labor law for positions involving hours after 10:00 PM.*

Successful candidates take ownership of the Center during their shifts, create a welcoming environment, keep spaces ready for use, follow procedures, and communicate promptly when support is needed.

Schedule:

- Monday to Friday 5:30 PM-11:30 PM,
- Saturday: 10:00 AM-5:30 PM,
- Sunday: Start time is approximately 12:30-1 PM; end time varies from 6-9 PM, depending on bookings.

To apply, send your resume to: ryang@chinatown-pcdc.org