



Department:	St. Mary's County Recreation and Parks
Division:	Park Facilities
Position:	Program Supervisor I
Grade/Step/Rate:	R13 \$15.63/hr
Job Location:	Various Parks and Locations
Hours:	Monday-Sunday (Variable/Part-time)

Supervision:

Supervisor: Parks Operations Coordinator

General Statement of Duties:

To monitor the safety of the park patrons and the park facilities.

Essential Responsibilities:

- Always maintain a professional self-image and project the values of the department.
- Maintain location in a clean and orderly manner; assist customers with facility usage.
- Ensure patrons adhere to park safety procedures and guidelines.
- Participates in staff meetings, training, and special events as scheduled.
- Opens and closes parks, pavilions, landings, special facilities, and waterfront beaches.
- Provides updates on low-stock and out-of-stock materials, and supplies.
- Reports on any vandalism or unsafe conditions throughout the park.
- Monitors activities and programs on evenings, weekends, and holidays.
- Perform any reasonable requests or assignments as directed by management.

Job Specifications:

Minimum Qualifications:

- Must be at least 18 years of age or older.
- First Aid & CPR (training is offered)

Required Skills/Abilities

- Must be willing to work outdoors.
- Must be willing to work flexible hours and long shifts during evenings, weekends, and holidays.
- Must be willing and able to handle cash.
- Must have a valid driver's license.
- Must possess excellent verbal and written skills.

Additional Requirements

An acceptable general background investigation to include a Federal, local, and state criminal history, and a sex offender registry check. Individuals in this position cannot be listed as having a founded child abuse or neglect complaint and must pass a Child Protective Services (CPS) check.

Physical Requirements

- Perform periodical checks on the variety of parks and waterfront landing locations throughout the County.
- Required to sit and stand for long periods of time in all types of weather.
- Must be able to lift 50 lbs.

Work Location: Location varies within St. Mary's County parks and beachfronts.

To Apply: Complete the Recreation and Parks application form found at www.stmarysmd.com/docs/jobapplication.pdf. Please submit via email or in person to St. Mary's County Recreation & Parks at 23150 Leonard Hall Dr. Leonardtown, MD 20650

Hiring Supervisors: Jenna Miller and Callee Henningfeld

Phone: (301) 475-4200 ext. 1673 and 1670

Email: parks@stmaryscountymd.gov