



Department: St. Mary's County Recreation and Parks
Division: Recreation
Position: Recreation Specialist – Youth Programs
Rate: \$21.65 – \$24.15/hour
Job Location: Hollywood Rec Center and various sites throughout St. Mary's Co.
Hours: Part-time, Monday – Friday, must be available to work 40 hours per week between 6:15am and 6:30pm, some evenings and weekends are required.

Who Should Apply?

Do you have a passion for working with children? Do you like to work as part of a team to provide fun opportunities for children and families? Do you have experience planning events for families or working with children in a camp or out of school setting? We are looking for a dedicated, energetic individual who wants to make a difference in the community. Candidates must have experience working with school age children and supervising staff.

Supervision:

Supervisor: Program Coordinator

Supervises: Assist in supervising 30-40 part-time staff

General statement of duties:

Assist with the operation and administration of all School Age Care Centers (SAC), Summer Fun Camps, facility events and special events sponsored by the Department of Recreation and Parks (R&P), School Age Care (SAC)/Summer Camp Division. Promote and maintain effective communication among departmental divisions and community agencies/organizations to ensure maximum coordination, cooperation, and support for all programming.

Essential Responsibilities:

The recreation specialist:

- Ensures the successful operation of all SAC sites, summer fun camps and family events by ensuring compliance with licensing regulations and department policies through observation of and participation in programs.
- Coordinates with the program supervisor, other department staff, customers, and community members to plan and implement programs that are developmentally appropriate and represent public demand.
- Represents Recreation and Parks in a positive manner when handling customer inquiries and working with departmental staff and vendors. Is available in a timely manner to parents and vendors and is available to staff during program hours.
- Assists with supervising and monitoring all aspects of programs, including assisting with supervising staff and participants, while supporting departmental policies, goals, and objectives.

Job Specifications:

Minimum Qualifications:

- **Level I** - Bachelor's degree in a related field preferred. Five years of experience working in camps, childcare, events, and program planning, including supervising staff, may be substituted for degree
- **Level II** - Bachelor's degree in a related field AND 5 years of experience working in camps, childcare, events, and program planning, including supervising staff. Ten years of experience may be substituted for degree.
- **For all levels:**
- Must be at least 21 years of age

- Must have transportation to various sites throughout St. Mary's County.
- Must maintain CPR/First Aid certification.
- All candidates must complete 3-hour Basic Health and Safety training and MSDE Medication Administration training.
- Experience with RecTrac software is preferred. Knowledge of Microsoft Office applications and Outlook email systems is required.

Required Skills/Abilities

- Strong planning and organizational skills are required
- Flexibility to accommodate changing schedule and priorities
- Ability to communicate in a professional manner with a wide range of professionals and the general public
- Computer skills to create documents and emails and work in database
- Highly motivated advocate of inclusion services
- Problem solving to anticipate and respond to customer inquiries and other situations
- Supervisory skills to assist in supervising 30-40 part-time staff
- Teamwork – work is done in coordination with the coordinator and other Recreation and Parks' staff

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 Service check. Must always maintain approved CPR and First Aid certification and receive Medication Administration certification through the Maryland Department of Education/Office of Child Care. Must submit Office of Child Care Medical Report within 30 days of hire and every 5 years thereafter. Must complete additional training as required by state licensing agencies, including but not limited to Basic Health and Safety and COVID-19 training.

Deadline: Position open until filled

To Apply: Complete the Recreation and Parks application form found at www.stmaryscountymd.gov/docs/jobapplication.pdf

Contact: Cherie Nelson, Recreation Division Manager, 301-475-4200 x1807, cherie.nelson@stmaryscountymd.gov