



Department: St. Mary's County Recreation and Parks
Division: Recreation
Position: Summer Camp Inclusion Aide
Rate: Starting at \$16.00/hour
Job Location: Hollywood, Carver & Margaret Brent Recreation Centers
Hours: Part-time, Monday – Friday, must be available to work 6:45am-5:45pm, June – August (30-40 hours/week)
Must be available to work from June 10 – August 9, 2023

Supervision:

Supervisor: Program Coordinator

General Statement of Duties:

Assist with the operation of summer camp programs by providing accommodations and modifications to campers with special needs. Provide enhanced ratio to ensure campers with special needs are successful in camp participation.

Essential Responsibilities:

The inclusion aide will:

- Always maintain a professional self-image and project the values of the department
- Review accommodation plans for campers to fully implement planned modifications
- Suggest additional modifications through hands on experience with campers
- Actively supervise the campers at the program location and field trips, maintaining behavior protocols and assist campers with inclusion into program activities
- Provide creative ideas to accommodate and modify daily activities and trips to encourage full inclusion within the program
- Assist in the development and updates of accommodation plans
- Communicate daily with campers' parents regarding progress, concerns and needs
- Communicate with Inclusion Specialist/Therapeutic Recreation Specialist, Coordinator, Site Director, other inclusion aides, and camp staff regarding campers' progress, areas of concern and needs
- Complete all paperwork, including behavior/incident reports, accident reports, and logs in compliance with regulations and Recreation and Parks policies
- Act as a positive role model for the campers and an advocate of inclusion in the community
- Maintain all program materials and locations in a clean and orderly manner
- Adhere to department's confidentiality policies
- Attend mandatory meetings and trainings
- Complete other duties as assigned by site directors, recreation specialists or coordinator

Job Specifications:

Minimum Qualifications:

Education/Experience:

- I – Entry Level: 1 year of experience working with children with special needs
- II – 2-year degree in related field or 4 years of experience working with children with special needs
- III – 4-year degree in Special Education or related field OR a combination of 3 years of experience working with children with special needs AND either RBT or ABA certification

For all levels: High School diploma or equivalent. Must have transportation to various sites throughout the county. **Must be at least 18 years old.**

Licenses and/or certifications: Must maintain current approved CPR/First Aid certifications.

Required Knowledge and Skills/Abilities:

- **Judgement/Decision Making** – Uses logic and reasoning to understand, analyze, and evaluate situations and exercises good judgment to make appropriate decisions. Uses experience and professional knowledge to adapt and adjust programming to meet the needs of campers. Understands licensing regulations, effectively communicates them to others and enforces them.
- **Interpersonal Relationships** – Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations and the public. Effectively responds to and resolves complex inquiries.
- **Communication** – Considerable ability to effectively communicate complex ideas and proposals. Ability to listen and understand information and ideas presented verbally or in writing. Ability to professionally and effectively communicate with camp staff and families in writing and verbally.
- **Ability to be flexible in schedule and personal objectives.** Ability to adapt to quickly changing circumstances and maintain calm and professional demeanor. Highly motivated advocate for persons with disabilities.
- **Transportation to work at various sites throughout the summer as needed.** Typically assigned to a site each week. Site assignment could vary depending on needs of the program and participants.

Additional Requirements:

An acceptable general background investigation to include a federal, state and local 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 check. Must always maintain approved CPR and First Aid certification. Must complete additional training as required by state licensing agencies.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to stand; walk; run; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Employee must be able to communicate with people. Specific hearing abilities required by this position include hearing normal conversations alarms and other emergency signals. Specific vision abilities required by

this job include close vision, distance vision, peripheral vision, and ability to adjust focus. The employee will be required to work outside for long periods of time.

Site Locations: Hollywood Recreation Center, Carver Recreation Center, Margaret Brent Recreation Center, Chancellor's Run Regional Park

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

Contact: Kelsey Jijon, Youth and Camp Programs Coordinator, 301-373-4689, kelsey.jijon@stmaryscountymd.gov