



**Department:** St. Mary's County Recreation and Parks  
**Division:** Therapeutic Recreation  
**Position:** Therapeutic Recreation Assistant Camp Director  
**Position #:** 59100  
**Grade/Step/Rate:** \$21.66 - \$28.04 depending on qualifications  
**Job Location:** Varies dependent upon on camp  
**Hours:** Mon. – Thurs. / 7 hours per day / Specifics dependent on camp  
40 hours of planning time prior to camp opening

### **Supervision**

*Supervisor:* TR Camp Director

### **General statement of duties and examples of work**

Responsible for assisting the Therapeutic Recreation Camp Director in planning all aspects of camp and overseeing the daily camp operations. Work with a team of counselors, leaders and aides to provide day-to-day educational and recreational activities for camp.

### **Essential Responsibilities**

- Assumes the leadership role in the absence of the Director
- Assists in a leadership role during crisis or behavior management situations
- Supervise the Peer Assistant program; devise weekly lesson plans for training, monitoring effectiveness, and giving feedback to peer assistants
- Maintains database of lesson plans for camp wide activities
- Daily facility maintenance checks
- Responsible for all technology equipment (iPads, laptops, walkie talkies etc.)
- Maintaining attendance counts on field trips and anytime exiting the camp facility
- Provide coverage in classroom when determined necessary
- Communicates with staff, campers and families in order to provide the necessary information for each to allow camp activities to run smoothly
- Assists Director in maintaining camp for State Licensing requirements and keeps all required documentation on site
- Attends camp every day
- Acts as a positive role model for the children and an advocate of inclusion in the community
- Implements and maintains camp schedule
- Maintains all camp locations in a clean and organized manner
- Reviews camp progress and makes recommendations for the following year in weekly camp surveys
- Provide creative ideas to accommodate and modify activities and trips to encourage full inclusion within the community

### **Job Specifications**

*Minimum Qualifications:*

- At least 21 years of age; 2 Year degree or 4 years experience

*Required knowledge and skills:*

- Strong planning, organizational, leadership and management skills required.
- Ability to be flexible in schedule and personal objectives. Highly motivated advocate for persons with disabilities.
- Ability to communicate with a wide range of professionals and the general public.

*Physical Requirements:*

While performing the duties of this job, the employee is regularly required to stand; walk; 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 is occasionally required to taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

*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 CPS check.

*Benefits to working for Recreation and Parks:*

- Voluntary benefits include a supplementary retirement savings plan and flexible spending account plans (dependent on working required number of hours) as well as employee assistance program.
- Health and sick leave benefits may be provided for positions working required total hours.
- Opportunities for advancement upon completing college coursework and gaining experience.

*Site Locations:*

TBD

*To Apply:*

Complete the Recreation and Parks application form found at [www.stmaryscountymd.gov/docs/jobapplication.pdf](http://www.stmaryscountymd.gov/docs/jobapplication.pdf)

*Contact:*

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