



**Department:** St. Mary's County Recreation and Parks  
**Division:** Therapeutic Recreation  
**Position:** Specialized Leader I / II – TR Camps  
**Position #:** 54011 / 54012  
**Grade/Step/Rate:** \$17.41 – \$29.46/hr depending on qualifications  
**Job Location:** Varies dependent upon on camp  
**Hours:** Mon. - Thurs. / 6 hours per day / Specifics dependent on camp

### **Supervision**

*Supervisors:* Camp Director / Assistant Director

*Supervises:* TR Camp Counselors, TR Aides

### **General Statement of Duties**

The Specialized Leaders provide a learning environment that is safe, fun and appropriate to the campers' ages and abilities. They are responsible for planning, leading and implementing recreational and leisure camp programs for children diagnosed with disabilities in a small group setting. Specialized Leaders will promote high standards in all aspects of the camp program and serve as a role model to campers and staff by their actions, appearance, manners, language, and general conduct. They participate enthusiastically in all camp activities, planning and leading those as assigned and ensuring the health, safety and development of campers throughout the day.

### **Essential responsibilities**

- Oversee and provide assignments to instructors, peer assistance and volunteers assigned to your classroom
- Supervise counselors, aides, campers, peer assistants and volunteers in the classroom and on field trips - responsible for first aid kit, contact information and medical information as appropriate
- Coordinate with other leaders on specialty programs such as: motor, art, music and sensory programs, along with other programs as appropriate.
- Directly responsible for the cleanliness and care of designated classroom – includes pre and post camp inventory of equipment.
- Assist counselors in providing personal care for campers if needed included toileting and feeding (unless designated by the nursing staff).
- Able and willing work with a variety of staff members, and campers, in a calm, collected manner at all times
- Identify and respond to camper behavior issues in a safe and positive manner at all times
- Adhere to goals, mission, and philosophy of TR Camps and Recreation & Parks
- Communicate daily with the Camp Director and Assistant Director – prepare and submit reports, forms, parent letters, articles, and evaluations as needed
- Communicate on a daily basis with parents/guardians about campers' experiences, successes and areas of improvement
- Assist in maintaining accurate program records including incident reports, logbook documentation, inventory, and daily attendance.
- Attend camp staff meetings.

## **Job Specifications**

### *Minimum Qualifications:*

- I - 4+ years of experience in Special Education or related field
- II - Degree in Special Education or related field plus 4+ years of 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.

### *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.

### *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.

### *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 the 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.org/docs/jobapplication.pdf](http://www.stmaryscountymd.org/docs/jobapplication.pdf)

### *Contact:*

Crystal Haislip, Therapeutic Recreation Coordinator  
301-475-4200 x 1806 / [crystal.haislip@stmaryscountymd.gov](mailto:crystal.haislip@stmaryscountymd.gov)