



County Commissioners of Kent County, MD

Department of Parks & Recreation



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KentParksAndRec.org * [Facebook.com/KentCountyCommunityCenter](https://www.facebook.com/KentCountyCommunityCenter) * [Facebook.com/KentParksAndRecMD](https://www.facebook.com/KentParksAndRecMD)

Seasonal Job Summaries

All applicants recommended for employment must meet pre-employment requirements including a negative urinalysis screening and criminal background checks. For a portable format document (PDF) of the application packet, please visit www.kentcounty.com/human.resources/employment. Applications may also be obtained in person at the Parks & Recreation office located at 11041 Worton, Road. in Worton, Maryland 21678. For more details regarding pre-employment requirements, please contact the Human Resources office at 410-778-4595 or hr@kentgov.org. Completed applications must be returned to: 400 High St. (2nd Floor) Chestertown, MD 21620, during business hours (8:30 am – 4:30 pm, Monday - Friday).

Seasonal employees are classified as contractual employees and are required to sign an employment agreement after successful completion of all pre-employment requirements. Generally, there are no benefits for seasonal positions, however certain employees may qualify for safe and sick leave.

~PLEASE INQUIRE ABOUT HOURLY PAY RATE INFORMATION. ~

*Parks & Recreation is always in need of substitute staff for all positions. Substitutes are called as needed in the absence of regularly scheduled staff. Please inquire.

Community Center Facility Monitor:

The Community Center Facility Monitor position requires individuals to be at least **18 years of age** with dependable transportation, as well as be honest, courteous, helpful, responsible, firm (yet friendly), able to control groups of individuals participating in sporting events and recreational activities, possess good organizational and communication skills, and be knowledgeable and comfortable with various computer programs. Successful candidates will be responsible for the safety of individuals participating in programs and basic light cleaning of the facility and equipment. The Community Center Facility Monitor is responsible for opening, closing, and securing the facility, collecting payments, recording payments in the county’s accounting software system and generating receipts, monitoring program attendance, as well as monitoring the facility. The Community Center Facility Monitor will be required to work weekday evenings and weekends in the absence of full-time staff. The Community Center Facility Monitor must be available year-round. This position is one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. In addition to the pre-employment requirements, this **position requires candidates to have a pre-employment medical form completed, attend orientation, hold a current certification in CPR and First Aid, or can obtain certification within the first 30 days of employment and to provide proof of age (photo ID).**

Physical demands/expectations may include, but are not limited to, walking, and standing for extended periods of time, the occasional lifting of up to 50 pounds, light cleaning, and moving program equipment.

Day Camp Director:

The Camp Director position requires extensive experience with children and knowledge of current camp development and design. The Day Camp Director must have excellent communication skills and be able to resolve conflicts with staff, children, and parents. This position requires the candidate to be responsible for the daily organization of the camp and the safety of the children and will be required to work with each group of children on special activities each week. The Day Camp Director must be at least **21 years of age** to be considered for the position. This position is one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. Priority will be given to candidates who can be available for the entire camp schedule including orientation (mid-June to mid-August). In addition to pre-employment requirements, this **position requires candidates to have a yearly pre-employment medical form completed (a negative TB test required for first year employees), attend orientation, current First Aid & CPR certification (offered during orientation) and proof of age (photo ID). Additionally, candidates must have a valid driver's license.**

Duties include but are not limited to:

- Designing the basic structure for the (8) eight-week camp and creating daily lesson plans that provide counselors with direction towards achieving program goals and end results.
- Recommend supplies to be ordered for arts & crafts.
- Guidance and evaluation of Camp Counselors.
- Following and being responsible for all camp regulations and operating standards including those required by the Department of Health.
- Other duties as assigned.
- The position requires (50) fifty hours per week (ten hours per day) during the (8) eight-week program.

Physical demands/expectations may include but are not limited to the occasional lifting and/or moving of up to 25 pounds, light cleaning, driving, and actively engaging in indoor/outdoor recreational activities with participants.

Kiddie Camp Director:

The Kiddie Camp Director position requires extensive experience with pre-school and elementary age children and knowledge of current camp development and design. The Kiddie Camp Director must have excellent communication skills and be able to resolve conflicts with staff, children, and parents. This position requires the candidate to be responsible for the daily organization of the camp and the safety of the children and will be required to work with each group of children on special activities week. The Kiddie Camp Director must be at least **21 years of age** to be considered for the position. This position is one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. Priority will be given to candidates who can be available for the entire camp schedule and orientation (mid-June to mid-August). In addition to pre-employment requirements this **position requires candidates to have a yearly pre-employment medical form completed (a negative TB test is required for first year employees), attend orientation, current First Aid & CPR certification (offered during orientation) and proof of age (photo ID). Additionally, candidates must have a valid driver's license.**

Duties include but are not limited to:

- Designing the basic structure for the (8) eight-week camp and creating daily lesson plans that provide counselors with direction towards achieving program goals and end results.
- Recommend supplies to be ordered for arts & crafts.
- Guidance and evaluation of Camp Counselors.
- Following and being responsible for all camp regulations and operating standards including those required by the Department of Health.
- Other duties as assigned.
- The position requires (50) fifty hours per week (ten hours per day) during the (8) eight-week program.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 25 pounds, light cleaning, driving, and actively engaging in indoor/outdoor recreational activities with participants.

Camp Counselor (Kiddie Camp or Day Camp):

The Camp Counselor position requires experience with elementary age children and knowledge of age-appropriate activities. The Camp Counselor must have good communication skills, be willing to work in a team atmosphere, possess the ability to be firm but friendly with children, and must be able to be articulate and remain professional when dealing with other staff, children, and parents. The Camp Counselor must be at least **18 years of age or a high school graduate** to be considered for the position. Priority will be given to candidates with a high level of energy, enthusiasm, experience, long term interest in working with children and camps, and can be available for the entire camp schedule and orientation (mid-June to mid-August). This position requires the candidate to work independently and be responsible with groups of children daily. This position is one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. In addition to pre-employment requirements this **position requires candidates to attend orientation, have a yearly pre-employment medical form completed (a negative TB test required for first year employees), current First Aid & CPR certification (offered during orientation) and proof of age (photo ID).**

Duties include but are not limited to:

- Responsible for the safety and well-being of children.
- Following lesson plans as designed and organized by the Camp Director.
- Responsible for keeping supplies, equipment, and facilities in good condition.
- Resolving problems and conflicts between children.
- Administering First Aid to children as needed.
- Knowing and following all regulations including those required by the Department of Health.
- Other duties as assigned.
- The position requires a (42.5) forty-two and a half hours per week (8.5 hours per day) during the (8) eight-week program.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 25 pounds, light cleaning, and actively engaging in indoor/outdoor recreational activities with participants.

Jr. Camp Counselor (Kiddie Camp or Day Camp) – THIS POSITION IS TENTATIVELY AVAILABLE AND WILL BE CONFIRMED AS OPEN OR UNAVAILABLE AFTER FILLING CAMP COUNSELOR POSITIONS:

The Jr. Camp Counselor position requires good communication skills, willingness to work in a team atmosphere, and the ability to be firm, but friendly, with children. The Jr. Camp Counselor must be at least **16 years of age** to be considered for the position. Priority will be given to candidates with high energy levels and enthusiasm and who can be available for the entire camp schedule and orientation (mid-June to mid-August). This position requires the candidate to work independently at times and be responsible for groups of children daily. This position is one that is in the public eye and should always reflect a professional manner, as well as exceptional character attributes. In addition to pre-employment requirements this **position requires candidates to attend orientation, have a yearly pre-employment medical form completed (a negative TB test is required for first year employees), current First Aid & CPR certification (offered during orientation) and proof of age (photo ID).**

Duties include but are not limited to:

- Responsible for the safety and well-being of children.
- Following lesson plans as designed and organized by the Director.
- Keeping supplies, equipment, and facilities in good condition.
- Resolving problems and conflicts between children.
- Knowing and following all regulations including those required by the Department of Health.
- Other duties as assigned.
- The position requires (40) forty hours per week (8.0 hours per day) during the (8) eight- week program.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 25 pounds, light cleaning, and actively engaging in indoor/outdoor recreational activities with participants.

There is (1) one position for Jr. Camp Counselor (tentative).

Youth In Action Camp Director:

The Youth In Action Director position requires extensive experience with middle school age children and knowledge of current camp development and design. The Youth In Action Camp Director must have excellent communication skills and be able to resolve conflicts with staff, children, and parents. This position requires the candidate to be responsible for the daily organization of the camp and the safety of the children and will be required to work with each group of children on special activities each week. The Youth In Action Camp Director must be at least **21 years of age** to be considered for the position. This position is one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. Priority will be given to candidates who can be available for the entire camp schedule and orientation (mid-June to mid-August). In addition to pre-employment requirements, this **position requires candidates to attend orientation, have a yearly pre-employment medical form completed (a negative TB test required for first year employees), current First Aid & CPR certification (offered during orientation) and proof of age (photo ID). Additionally, candidates must have a valid driver's license, and supply a copy of a (3) three-year driving record from the MVA at the time the application is filed.**

Duties include but are not limited to:

- Designing the basic structure for the (8) eight-week camp and creating daily lesson plans that provide counselors with direction towards achieving program goals and end results.
- Ordering supplies for arts & crafts.
- Coordinating field trips, clubs, special events, and presentations.
- Monitoring and coordinating swimming schedules.
- Guidance and evaluation of Camp Counselors.
- Following and being responsible for all camp regulations and operating standards including those required by the Department of Health.
- Other duties as assigned.
- The position requires (45) Forty-five hours per week (nine hours per day) during the (8) eight-week program.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 25 pounds, light cleaning, driving, and actively engaging in indoor/outdoor recreational activities with participants.

There is (1) one position for Youth In Action Camp Director (grades 5-6).

Youth In Action Camp Counselor:

The Youth In Action Counselor position requires experience with middle school age children and knowledge of age-appropriate activities. The Youth In Action Camp Counselor must have excellent communication skills, excellent judgment skills, be able to work independently, as well as in a team atmosphere, and be responsible for the safety of children. In addition, candidates must be at least **21 years of age** and have experience driving 15 passenger vans to be considered for this position. The Youth In Action Camp Counselor must be able to resolve conflicts with children, parents, and staff, possess the ability to be firm but friendly and must be able to be articulate and professional when dealing with parents, children, and staff. Priority will be given to candidates with high levels of energy, enthusiasm, long term interest in working with children, and who can be available for the entire camp schedule and orientation (mid-June to mid-August). This position requires the candidate to be able to work independently and be responsible for groups of children daily. This position is one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. In addition to pre-employment requirements this **position requires candidates to attend orientation, have a yearly pre-employment medical form completed (a negative TB test required for first year employees), current First Aid & CPR certification (offered during orientation) and proof of age (photo ID). Additionally, candidates must have a valid driver's license.**

Duties include but are not limited to:

- Following, enforcing and being responsible for all program regulations.
- Responsible for safety and well-being of children.
- Completing and following daily schedule.
- Keeping supplies, equipment, vehicles, and facilities in good condition.
- Resolving conflicts between children.
- Administering First Aid to children as needed.
- Transporting children to scheduled activities in a safe manner.
- Coordinating team building activities as needed.
- Knowing and following all regulations including those required by the Department of Health.
- Other duties as assigned.
- The position requires up to (42.5) forty-two and a half hours per week (8.5 hours per day) during the (8) eight-week program.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 25 pounds, light cleaning, driving, and actively engaging in indoor/outdoor recreational activities with participants.

Leaders Club Director:

The Leaders Club Director position requires extensive experience with middle school age children and knowledge of current camp development and design. The Leaders Club Director must have excellent communication skills and be able to resolve conflicts with staff, children, and parents. This position requires the candidate to be responsible for the daily organization of the camp, and the safety of the children and will be required to work with each group of children on special activities each week. The Leaders Club Director must be at least **21 years of age** to be considered for the position. This position is one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. Priority will be given to candidates who can be available the entire schedule (mid-June to early August). In addition to pre-employment requirements this **position requires candidates to attend orientation, have a yearly pre-employment medical form completed (a negative TB test required for first year employees), current First Aid & CPR certification (offered during orientation) and proof of age (photo ID). Additionally, candidates must have a valid driver's license.**

Duties include but are not limited to:

- Designing the basic structure for the (8) eight-week camp and creating daily lesson plans that provide counselors with direction towards achieving program goals and end results.
- Monitoring and coordinating swimming schedules.
- Guidance and evaluation of Camp Counselors.
- Following and being responsible for all camp regulations and operating standards including those required by the Department of Health.
- Other duties as assigned.
- The position requires (40) forty hours per week (eight hours per day) during the (8) eight-week program; the last day of the program requires an approximate (15) fifteen-hour day for the end of summer trip.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 25 pounds, light cleaning, driving, and actively engaging in indoor/outdoor recreational activities with participants.

Leaders Club Counselor:

The Leaders Club Counselor position requires extensive experience with middle school aged children and knowledge of age-appropriate activities. The Leaders Club Counselor must have excellent communication skills, excellent judgment skills, be able to work independently, as well as in a team atmosphere, and be responsible for the safety of children. In addition, candidates must be at least **21 years of age** and have experience driving 12 passenger vans to be considered for this position. The Leaders Club Counselor must be able to resolve conflicts with children, parents, staff, and possess the ability to be firm, but friendly, and must be able to be articulate and professional when dealing with parents, children, and staff. Priority will be given to candidates with high levels of energy, enthusiasm, long term interest in working with children, and can be available for the entire camp schedule and orientation (mid-June to early August). This position requires the candidate to be able to work independently and be responsible for groups of children daily. This position is one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. In addition to pre-employment requirements this **position requires candidates to attend orientation, have a yearly pre-employment medical form completed (a negative TB test required for first**

year employees), current First Aid & CPR certification (offered during orientation) and proof of age (photo ID). Additionally, candidates must have a valid driver's license.

Duties include but are not limited to:

- Following, enforcing and being responsible for all program regulations and operating standards.
- Following and completing daily schedule as coordinated by Director.
- Responsible for keeping supplies, equipment, vehicles, and facilities in good condition.
- Responsible for accurately completing required paperwork as designated by Supervisor.
- Resolving conflicts between children, parents, and staff.
- Administering First Aid to children as needed.
- Transporting children to scheduled activities as coordinated by Supervisor in a safe manner.
- Coordinating team building activities as needed.
- Knowing and following all Camp regulations are determined by the Department of Health.
- Other duties as assigned.
- The position requires (40) forty hours per week (eight hours per day) during the (8) eight-week program; the last day of the program requires an approximate (15) fifteen-hour day for the end of summer trip.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 25 pounds, light cleaning, driving, and actively engaging in indoor/outdoor recreational activities with participants.

Lead Pool Cashier:

The Lead Pool Cashier position requires superior math skills, the ability to accurately handle and count large volumes of money, have a positive work ethic, and attitude for a busy public facility, and possess the ability to work with and be friendly to the public. The Lead Pool Cashier must have excellent communication skills, be willing to travel between sites (Millington and Worton), work weekends and holidays, be available Memorial Day weekend to Labor Day, and be professional dealing with other staff, children, and adults. The position requires the candidate to be responsible for the upkeep/cleanliness of the pool office and equipment, as well as, dispensing First Aid supplies as needed. This position is one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. The Lead Pool Cashier supervises Pool Cashiers when on duty. **The Lead Pool Cashier is preferred to be at least 19 years of age to be considered for the position, but consideration may be given to exceptionally qualified candidates who are at least 17 years of age.** In addition to pre-employment requirements, this **position requires candidates to have a yearly pre-employment medical form completed, attend orientation, and provide proof of age (photo ID).**

Duties include but are not limited to:

- Performing general cashier duties involving the sale of Facility Access Cards, season pool passes, and pool merchandise.
- Accurately collecting admission fees from pool patrons using County and department cash receipts procedures.
- Recording additional transactions as needed.
- Keeping supplies, equipment, and office in good condition throughout shift and at end of shift.
- Accurately counting monies and passes at end of shift and completing paperwork for deposits; and securing bank bag, coinage, and money in designated location.
- Immediately reporting inaccuracies with revenue collected to the Supervisor on duty prior to

ending shift.

- Supervising Pool Cashiers while on duty.
- Resolving transaction issues and/or inaccuracies that may arise with Pool Cashiers.
- Being courteous, cheerful, and helpful to patrons.
- Being knowledgeable of the general pool operations, procedures, and policies as stated in the policy manual, and enforcing policies with pool patrons.
- Answering telephone and responding to pool and general aquatic program inquiries.
- Accurately and thoroughly documenting incidents that may arise.
- Assisting in emergency situations.
- Other duties as assigned.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 20 pounds, light cleaning, and sitting for extended periods of time.

Pool Cashier:

The Pool Cashier position requires above average math skills and the ability to accurately count money. The ability to work with the public is also required. Pool Cashiers must have good communication skills, be willing to travel between sites (Millington and Worton), work weekends and holidays, be available Memorial Day weekend to Labor Day, and be professional dealing with other staff, children, and adults. The position requires the candidate to be responsible for the upkeep/cleanliness of the pool office and equipment, as well as the collection of monies. This position is one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. Pool Cashiers are **preferred to be at least 17 years of age** to be considered for the position, but **consideration may be given to exceptionally qualified candidates who are at least 15 years of age**. In addition to pre-employment requirements, this **position requires candidates to have a yearly pre-employment medical form completed, attend orientation, and provide proof of age (photo ID).**

Duties include but are not limited to:

- Performing general cashier duties involving the sale of Facility Access Cards, season pool passes, and pool merchandise.
- Accurately collecting admission fees from pool patrons using County and department cash receipts procedures.
- Recording additional transactions as needed.
- Keeping supplies, equipment, and office in good condition throughout shift and at end of shift.
- Accurately counting monies and passes at end of shift and completing paperwork for deposits, and securing bank bag, coinage, and money in designated location.
- Immediately reporting inaccuracies with revenue collected immediately to the Lead Pool Cashier on duty prior to ending shift.
- Resolving transaction issues and/or inaccuracies that may arise.
- Being courteous, cheerful, and helpful to patrons.
- Being knowledgeable of the general pool operations, procedures, and policies as stated in the policy manual, and enforcing policies with pool patrons.
- Answering telephone and responding to pool and general aquatic program inquiries.
- Assisting in emergency situations.
- Other duties as assigned.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 20 pounds, light cleaning, and sitting for extended periods of time.

Head Lifeguard:

The Head Lifeguard position requires experience working with the public and water safety. Candidates must have excellent communication skills, be willing to travel between sites within Kent County (including Betterton, Millington, Worton, and Rock Hall), work weekends and holidays, be available Memorial Day weekend to Labor Day, and be professional dealing with other staff, children, and adults. The position requires the candidate to be responsible for maintaining the pool facility, grounds, and equipment. Head Lifeguards must be at least **16 years of age** to be considered for the position. This position is one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. In addition to pre-employment requirements this **position requires candidates to have a yearly pre-employment medical form completed, have current First Aid & CPR certification for the Professional Rescuer, Lifeguard Certification, Pool and Spa Operation Certification, as well as (1) one year's experience as a Lifeguard.**

Duties include but are not limited to:

- Responsible for the safety of the public.
- Administering First Aid to participants as needed.
- Responsible for keeping supplies, equipment, and facilities in good condition.
- Knowing and following policies and procedures as stated in policy manual, as well as mandated by the Department of Health.
- Guidance, supervision, and evaluation of lifeguards.
- Responsible for recording attendance (Millington and Bayside Pools).
- Other duties as assigned.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 50 pounds, cleaning, and climbing.

Lifeguard:

The Lifeguard position requires experience working with the public and water safety. Lifeguards must have good communication skills, be willing to travel between sites within Kent County (including Betterton, Millington, Worton and Rock Hall), work weekends and holidays, be available Memorial Day weekend to Labor Day, and be professional dealing with other staff, children, and adults. The position requires the candidate to be responsible for maintaining the pool facility, grounds, and equipment. Lifeguards must be at least **15 years of age** to be considered for the position. This position is one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. In addition to pre-employment requirements this **position requires candidates to have a yearly pre-employment medical form completed, have current First Aid & CPR certification for the Professional Rescuer and Lifeguard Certification and proof of age (photo ID).**

Duties include but are not limited to:

- Responsible for the safety of the public.
- Administering First Aid to participants as needed.
- Responsible for keeping supplies, equipment, and facilities in good condition.
- Knowing and following policies and procedures as stated in policy manual.
- Assisting with swim lessons as needed.
- Other duties as assigned.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 50 pounds, swimming endurance (500-meter minimum), cleaning, and climbing.

Swim Instructor:

The Swim Instructor position requires experience working with the public and water safety. Instructors must have excellent communication skills and be professional dealing with other staff, children, and adults. Instructors must be at least **17 years of age** to be considered for the position. In addition, the candidate must be available for weekday mornings from late June-mid August and evenings for two weeks in early June, in addition to prior planning time. Swim Instructors must be willing to serve as lifeguards as needed. This position is one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. In addition to pre-employment requirements this **position requires candidates to have a yearly pre-employment medical form completed, have current First Aid & CPR certification for the Professional Rescuer and Water Safety Instructor (WSI) Certificate or Lifeguard Certificate.**

Duties include but are not limited to:

- Ensuring the safety of participants.
- Administering First Aid to participants as needed.
- Creating and following lesson plans for each age group.
- Supervising and guiding assistant instructors.
- Knowing and following policies and procedures as stated in policy manual, as well as mandated by the Department of Health.
- Other duties as assigned.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 50 pounds, swimming endurance (500-meter minimum), climbing, and actively engaging in aquatic activities with participants.

Assistant Aquatics Coordinator:

The Assistant Aquatics Coordinator position requires extensive experience working with the public and in water safety, as well as administrative experience in scheduling and supervising numerous lifeguards. Candidates must have good communication skills, be willing to travel between sites within Kent County (including Betterton, Millington, Worton, and Rock Hall), work weekends and holidays, be available Memorial Day weekend through mid-September, and be professional dealing with other staff, children, and adults. The position also requires knowledge and experience in the use of pool equipment, filtration systems and pool chemicals. The candidate will assist the full-time Program Coordinator in the maintenance of pool facilities and equipment as well as staff in-service training, scheduling, and general administration of aquatic programs. The candidate must be at **least 20 years of age** to be considered for the position. This position is one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. Priority will be given to candidates who can be available for the entire season (early May-mid September). In addition to pre-employment requirements this **position requires candidates to have a yearly pre-employment medical form completed, have current First Aid & CPR certification for the Professional Rescuer, Lifeguard Certificate, Pool and Spa Operator Certificate, and a minimum of 3 years' experience as a head lifeguard or similar administrative aquatics experience, and have a valid driver's license, A Water Safety Instructor (WSI) Certificate or equivalent but not required. Must be 21 years old to drive county vehicles.**

Duties include but are not limited to:

- Keeping supplies, equipment, and facilities in good condition.
- Scheduling, supervision, guiding and evaluation lifeguards.
- Knowing, following, and enforcing policies and procedures as stated in policy manual, as well as mandated by the Department of Health.

- Assisting the Program Coordinator in creating, scheduling, and executing staff in-service trainings, swim lessons and other aquatic programs.
- Assisting with pool operations and maintenance and resolving system operation issues.
- Other duties as assigned.
- The position is (40) forty hours per week from early May to mid-September.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 50 pounds, swimming endurance (500-meter minimum), cleaning, and climbing.

Concession Stand Manager - POSITION AVAILABLE ONLY IF A PRIVATE VENROR IS NOT SECURED TO INDEPENDENTLY OPERATE KCCC POOL CONCESSION STAND:

The Concession Stand Manager position requires extensive experience with all operational aspects of a concession stand operation or similar food preparation and service operation. The Concession Stand Manger manages day to day operations of the concession stand during the summer aquatics season (approximately 12 weeks). Duties and responsibilities include, but are not limited to, supervising, training, and scheduling staff, purchasing food and supplies, managing inventory control, operating commercial kitchen equipment (fryer, grill, pizza oven, etc.), preparing and serving food as part of scheduled shifts, overseeing money collection and daily deposits, and daily cleaning of equipment. The position is responsible for ensuring established customer service and customer satisfaction standards are followed, ensuring proper cash handling procedures are followed and attractive visual displays of all products. The position requires excellent communication skills with staff and customers. The Concession Stand Manager is required to regularly inspect the concession stand and equipment and observes staff to ensure compliance with occupational, health, safety standards, and local regulations. The Concession Stand Manager maintains accurate inventory of food and beverages, monitors waste, and cleans concession equipment and area daily. The Concession Stand Manager must train attendants on how to accurately take customers' orders, operate a cash register, accurately collect money, give correct change, and prepare daily deposits to be submitted to the Office of Finance. The Concession Stand Manager must be at least **21 years of age** to be considered for the position. This position is one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. Priority will be given to candidates who can be available for the entire concessions schedule (mid-May - early September) and can work a flexible schedule including weekends, afternoons, and evenings. In addition to pre-employment requirements, this **position requires candidates to have a yearly pre-employment medical form completed, orientation, current First Aid & CPR certification, successful completion of ServSafe Food Safety class (within 21 days of hire), and proof of age (photo ID)**. Physical demands/expectations may include but are not limited to the occasional lifting and/or moving of up to 50 pounds, standing for long periods of time, cleaning using mops and brooms, and exposure to cleaning chemicals.

Concession Stand Attendant II - POSITION AVAILABLE ONLY IF A PRIVATE VENROR IS NOT SECURED TO INDEPENDENTLY OPERATE KCCC POOL CONCESSION STAND:

The Concession Stand Attendant II position requires previous experience with operational aspects of a concession stand operation or similar food preparation and service operation. The Concession Stand Attendant II position is responsible for ensuring established customer service and customer satisfaction standards are met, assists in ensuring proper cash handling procedures are followed, controlling inventory, preparing and serving food, and supervising staff in the absence of the Manager. The position requires excellent communication skills with staff and customers, as well as assisting with regularly inspecting equipment. It requires observance of staff to ensure compliance with occupational, health, safety standards, and local and State regulations. The Concession Stand Attendant II position assists in maintaining accurate inventory of food and beverages, monitors waste, and cleans concession equipment and area daily. The Concession Stand Attendant II must accurately take customers' orders, prepare and serve food, operate a cash register, accurately collect money and give correct change, and

will be required to prepare daily deposits to be submitted to the Office of Finance. The Concession Stand Attendant II acts as the person in charge in the absence of the Concession Manager when scheduled off. The Concession Stand Attendant II must be at least **18 years of age** to be considered for the position. This position is one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. Priority will be given to candidates who can be available for the entire concessions schedule (Memorial Day weekend to Labor Day) and can work a flexible schedule including weekends, afternoons, and evenings. In addition to pre-employment requirements, this **position requires candidates to have a yearly pre-employment medical form completed, attend orientation, attend a ServSafe Food Handling training, and pass the exam, attend CPR/First Aid training (offering during orientation), and provide proof of age (photo ID).**

Physical demands/expectations may include but are not limited to the occasional lifting and/or moving of up to 50 pounds, standing for long periods of time, light cleaning using mops and brooms, and exposure to cleaning chemicals and smoke.

Concession Stand Attendant I - POSITION AVAILABLE ONLY IF A PRIVATE VENDOR IS NOT SECURED TO INDEPENDENTLY OPERATE KCCC POOL CONCESSION STAND:

The Concession Stand Attendant I position is an entry level position for concession stand operations. Ensuring established customer service and customer satisfaction standards are met is a must, along with effective and efficient communication with all staff and customers, including following proper cash handling policies and procedures. The Concession Stand Attendant I must accurately take customers' orders, prepare, and serve food, operate a cash register, accurately collect money, and give correct change. The Concession Stand Attendant I position does not operate the grill or fryer if under 18 years of age. The Concession Stand Attendant I must be at least **15 years of age** to be considered for the position. This position is one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. Priority will be given to candidates who can be available for the entire concessions schedule (Memorial Day weekend to Labor Day) and can work a flexible schedule including weekends, afternoons, and evenings. In addition to pre-employment requirements, this **position requires candidates to have a yearly pre-employment medical form completed, attend orientation, and provide proof of age (photo ID).**

Physical demands/expectations may include but are not limited to the occasional lifting and/or moving of up to 50 pounds, standing for long periods of time, light cleaning using mops and brooms, and exposure to cleaning chemicals and smoke.

Betterton Beach Park Supervisor:

The Betterton Beach Park Supervisor position must be **at least 19 years of age**. This position requires experience in facility and park management. Applicant must have above average communication skills, be willing to work holidays, early evenings, and weekends April through September, and be able to work well with the public. This position requires the ability to work independently and be responsible for knowing and strictly enforcing all park and beach policies and regulations, maintaining facility equipment, securing the bathhouse facility and park, performing landscaping and grounds maintenance as needed. Grounds maintenance will include cleaning of bathrooms, picking up litter from beach and grounds and grass mowing. **Bilingual (English/Spanish) verbal communication skills preferred.** This position is one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. Priority will be given to candidates who can be available for the entire season (April - September) and can work a flexible schedule including weekends, mornings, afternoons, and early evenings. In addition to pre-employment requirements, this **position requires candidates to have a yearly pre-employment medical form completed, attend orientation, and provide proof of age (photo ID).**

Physical demands/expectations may include but are not limited to regularly requiring to stand; talk and

hear; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl; regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Elementary After School Director:

The Elementary After School Director position requires extensive experience with elementary school age children in the areas of recreation, arts and crafts, and physical activities. The After School Director must be at least **21 years of age**, have excellent communication skills, be able to resolve conflicts with staff, children, and parents, be actively engaged in activities with the children, have knowledge and background dealing with children's behavior, be responsible, creative, and enthusiastic when working with children. This position requires individuals to be responsible for the safety of the children as well as the lesson plan of the daily program. Successful candidates must have the ability to work with other staff members from KCPR and Kent County Public Schools and reports to the Recreation Program Coordinator. This position is one that is in the public eye and successful candidates must reflect a professional manner and exceptional character attributes. Elementary After School Directors must be available beginning the first day of school (early September) until the last full day of school (early June) and will run each full day of the public-school calendar. Candidates who can work 5 days a week and can arrive 15 minutes prior to the program starting time will have first consideration for these positions combined with experience and background. The program begins at school dismissal and runs until 6 pm daily. In addition to pre-employment requirements this **position requires candidates to have a yearly pre-employment medical form completed including a negative TB test for first year employees, orientation, current First Aid & CPR certification (will be offered during orientation) and proof of age (photo ID)**. Physical demands/expectations may include, but are not limited to, the occasional lifting of up to 25 pounds, light cleaning, and actively engaging in indoor/outdoor recreational activities with participants.

**This position requires a mandatory contribution to the State of Maryland Retirement and Pension System. For more information about this requirement, please contact the Kent County Office of Human Resources at 410-778-4595.*

Elementary After School Aide:

The Elementary After School Aide position requires some experience with elementary school age children in the areas of recreation, arts and crafts and physical activities. The After School Aide must be at least **15 years of age**, have good communication skills, be able to monitor children, be actively engaged with the children, have experience dealing with children's behavior, be responsible, creative, and enthusiastic when working with children. This position requires individuals to be responsible for the safety of the children with whom they are working. Successful candidates must be team oriented, able to work with other staff members from Kent County Parks & Recreation and the Kent County Public Schools, and reports to the After School Director at the program site. Aides may be required to work at other school locations as needed. This position is one that is in the public eye and successful candidates must reflect a professional manner and exceptional character attributes. Elementary After School Aides must be available beginning the first day of school (early September) until the last day of school (early June) and will run each full day of the public-school calendar. Candidates who can work 5 days a week and can arrive 15 minutes prior to the program starting time will have first consideration for these positions combined with experience and background. The program begins at school dismissal and runs until 6 pm daily. In addition to pre-employment requirements this **position requires candidates to have a yearly pre-employment medical form completed including a negative TB test for first year employees, orientation, current First Aid & CPR certification (will be offered during orientation) and proof of age (photo ID)**. Physical demands/expectations may include, but are not limited to, the occasional lifting of up to 25 pounds, light cleaning, and actively engaging in indoor/outdoor recreational activities with participants.

**This position requires a mandatory contribution to the State of Maryland Retirement and Pension System. For more information about this requirement, please contact the Kent County Office of Human Resources at 410-778-4595.*

Evening School Facility Supervisor:

The Facility Supervisor position requires individuals to be at least **17 years of age**, as well as be honest, responsible, firm yet friendly, courteous, and helpful, able to control groups of individuals participating in sporting events and activities and must possess good organizational and communication skills. Successful candidates will be responsible for the safety of individuals participating in programs and basic care of the facility and equipment used. The Facility Supervisor is responsible for opening, closing, and securing the facility, collecting registration forms, recording attendance, as well as checking the facility often for vandalism and other problems. The Facility Supervisor is required to work weekday evenings at H.H. Garnet Elementary School, Rock Hall Elementary School, Galena Elementary School, and/or Kent County Middle School. The Facility Supervisor must be available the entire season from October to early March. In addition to pre-employment requirements this **position requires candidates to hold a current certification in CPR & First Aid or can obtain certification within the first 30 days of employment.** Physical demands/expectations may include, but are not limited to, the occasional lifting of up to 50 pounds, light cleaning, and lifting/moving programming equipment.

Special Events Assistant:

A Special Events Assistant requires minimal experience with school-age children. Candidates are responsible for set up and cleanup of events, leading games, and activities, giving instructions for crafts, and assisting with special and sporting events. Candidates must be at least **15 years of age**, be responsible, be courteous and helpful, and have good communication skills. This position is one that is in the public eye and should always reflect a professional manner as well as excellent character attributes. Please ask for a listing of special event dates. In addition to pre-employment requirements this **position requires candidates to hold a current certification in First Aid or can obtain certification within the first 30 days of employment.** Physical demands/expectations may include, but are not limited to, the occasional lifting of up to 50 pounds, light cleaning, lifting event equipment, and actively engaging in indoor/outdoor recreational activities with participants.

Boys & Girls Tumbling and Movement Instructor:

The Boys & Girls Tumbling and Movement Instructor position requires extensive experience in tumbling/movement, gymnastics and/or cheerleading. The instructor must be at least **18 years of age (16 years of age considered if qualified)**, have excellent communication skills, be able to teach skills to students, supervise and guide assistants, and be creative and enthusiastic. The position requires individuals to be always responsible for the safety of the students as well as the lesson plan for each class. Other responsibilities will include the proper use of equipment, spotting, and supervising students during instructional time. Successful candidates must be team oriented and can inspire and encourage students throughout their tumbling and movement experience. The position is one that is in the public eye and successful candidates must reflect a professional manner and exceptional character attributes. In addition to pre-employment requirements, physical demands/expectations may include, but are not limited to, the occasional lifting of up to 50 pounds, light cleaning, demonstrating tumbling movements, actively engaging in indoor recreational activities with participants, and lifting programming equipment.

Boys & Girls Tumbling and Movement Assistant:

The Boys & Girls Tumbling and Movement Assistant position requires some experience in tumbling/movement and/or cheerleading. The Assistant must be at least **16 years of age (15 years of age if qualified)**, have good communication skills, be able to demonstrate skills to students, and be responsible and enthusiastic. The position requires individuals to be always responsible for the safety of

the students. Other responsibilities will include the proper use of equipment, spotting, and supervising students during instructional time. Successful candidates must be team oriented and can inspire and encourage students throughout their tumbling and movement experience. The position is one that is in the public eye and successful candidates must reflect a professional manner and exceptional character attributes. Physical demands/expectations may include, but are not limited to, the occasional lifting of up to 50 pounds, light cleaning, demonstrating tumbling movement, actively engaging in indoor recreational activities with participants, and lifting programming equipment.

“Specialty” Instructors and Assistants:

Kent County Parks & Recreation seeks instructors and assistants who specialize in specific programming areas. Kent County Parks & Recreation continuously seeks qualified individuals who specialize in instruction or assisting in the following areas:

Youth and Adult Dance Instructors

Aerobics/Fitness Instructors

Art Class Instructors

Health/Wellness/Safety Class Instructors

Other Specialty Instructors for Youth, Adult, and Senior Programs

Specialty instructors and assistants are in the public eye and should always reflect a professional manner as well as excellent character attributes. Pay for specialized instructors and assistants varies depending on experience and background. If you have a new programming idea and the ability to teach the program, please call 410-778-1948 or email info@KentParksAndRec.org.