

**KENT COUNTY PARKS & RECREATION**  
**11041 Worton Rd \* P.O. Box 67 \* Worton, MD 21678**  
**410-778-1948 \* www.KentParksAndRec.org**

**Summer Seasonal Job Summaries**  
**(Applications accepted March 1<sup>st</sup> each year)**

**All applicants recommended for employment must be approved by the Kent County Commissioners and must meet pre-employment requirements including a negative urinalysis screening and a criminal records history search. Applications may be obtained in person at the Parks and Recreation office located at 11041 Worton, Rd. in Worton, MD 21678. For more details regarding pre-employment requirements, please contact the administrative office at 410-778-1948 between 8:30 a.m. and 4:30 p.m., Monday through Friday.**

**~ PLEASE INQUIRE ABOUT PAY RATE INFORMATION ~**

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

**Bus Driver**

The Bus Driver position for Kent County Parks & Recreation requires a specific CDL license in the State of Maryland. The Bus Driver must hold a current First Aid & CPR certification, have previous experience transporting children and possess the ability to be firm but friendly with children ages 3 ½ through 12. The Bus Driver is responsible for the safety of children during transportation. This position is considered to be 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 (late June – mid August). Aside from the County requirements for employment this **position requires candidates to have a yearly pre-employment medical form completed including a negative TB test for first year employees, and supply a copy of a full driving history from the MVA at the time the employment application is filed. In addition the successful candidate may be called upon as needed for school year field trips (December and March/April).**

There is one (1) position for the Bus Driver. Substitute needed.

**Day Camp Director**

The Camp Director position for Kent County Parks & Recreation Day Camp requires extensive experience with children and knowledge of current camp development and design. The 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 campers and will be required to work with each group of children on special activities of the Director's choice each week. Camp Directors must be at least **21 years of age** to be considered for the position. This position is considered to be 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 (late June – mid August). Aside from the County requirements for employment 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). Additionally, candidates must have a valid driver's license, supply a copy of a 3 year driving record from the MVA at the time the application is filed, and completion of a defensive driving class (provided by the County).** Duties include but are not limited to:

- Designing the basic structure for the 7-8 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 for groups.
- 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 & Mental Hygiene.

There is one (1) position for Director for Day Camp (ages 6-10).

### **Kiddie Camp Director**

The Kiddie Camp Director position for Kent County Parks & Recreation Kiddie Camp requires extensive experience with children and knowledge of current camp development and design. The 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 campers and will be required to work with each group of children on special activities of the Director's choice each week. Camp Directors must be at least **21 years of age** to be considered for the position. This position is considered to be 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 (late June – mid August). Aside from the County requirements for employment 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). Additionally, candidates must have a valid driver's license, supply a copy of a 3 year driving record from the MVA at the time the application is filed, and completion of a defensive driving class (provided by the County).** Duties include but are not limited to:

- Designing the basic structure for the 7-8 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 for groups.
- 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 & Mental Hygiene.

There is one (1) position for Director for Kiddie Camp (ages 3 ½ -5).

### **Camp Counselor (Kiddie Camp or Day Camp)**

The Counselor position for Kent County Parks & Recreation Summer Day Camp requires experience with children and knowledge of age appropriate activities. Counselors must have good communication skills, be willing to work in a team atmosphere, possess the ability to be firm but friendly with campers, and must be able to be articulate and remain professional when dealing with other staff, children and parents. Candidates 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 energy level, enthusiasm, experience, long term interest in working with children and camps, and can be available for the entire camp schedule and orientation (late June – mid August). This position requires the candidate to work independently and be responsible with groups of children on a daily basis. This position is considered to be one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. Aside from the County requirements for employment 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).** Duties include but are not limited to:

- Responsible for the safety and well being of campers.
- Completing and following lesson plans as designed and organized by the Director.
- Responsible for keeping supplies, equipment and facilities in good condition.
- Resolving problems and conflicts between campers.
- Administering First Aid to campers as needed.
- Knowing and following all regulations including those required by the Dept. of Health & Mental Hygiene.

There are six (6) positions for Camp Counselors.

### **Jr. Camp Counselor (Kiddie Camp or Day Camp)**

The Jr. Counselor position for Kent County Parks & Recreation Kiddie and Day Camps requires minimal experience with children and knowledge of age appropriate activities. Jr. Counselors must have good communication skills, be willing to work in a team atmosphere and possess the ability to be firm but friendly with campers. Candidates must be at least **16 years of age** to be considered for the position. Priority will be given to candidates with high energy level and enthusiasm and can be available for the entire camp schedule and orientation (late June – mid August). This position requires the candidate to work independently and be responsible with groups of children on a daily basis. This position is considered to be one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. Aside from the County requirements for employment 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).** Duties include but are not limited to:

- Responsible for the safety and well being of campers.
- Following lesson plans as designed and organized by the Director.
- Responsible for keeping supplies, equipment and facilities in good condition.
- Resolving problems and conflicts between campers.
- Administering First Aid to campers as needed.
- Knowing and following all regulations including those required by the Dept. of Health & Mental Hygiene.

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

### **Youth In Action Camp Director**

The Youth In Action Director position for Kent County Parks & Recreation requires extensive experience with children and knowledge of current camp development and design. The 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 campers and will be required to work with each group of children on special activities of the Director's choice each week. Youth In Action Camp Director must be at least **21 years of age** to be considered for the position. This position is considered to be 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 (late June – mid August). Aside from the County requirements for employment 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). Additionally, candidates must have a valid driver's license, supply a copy of a 3 year driving record from the MVA at the time the application is filed, and completion of a defensive driving class (provided by the County).** Duties include but are not limited to:

- Designing the basic structure for the 7-8 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 for groups.
- 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 & Mental Hygiene.

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

### **Youth In Action Camp Counselor**

The Youth in Action Counselor position requires experience with children and knowledge of age appropriate activities. Candidates 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. Candidates 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 energy level, enthusiasm and experience and long term interest in working with children and with camps and can be available for the entire camp schedule and orientation (late June – mid August). This position requires the candidate to be able to work independently and be responsible with groups of youth on a daily basis. This position is considered to be one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. Aside from the County requirements for employment 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). Additionally, candidates must have a valid driver's license, supply a copy of a 3 year driving record from the MVA at the time the application is filed, and completion of a defensive driving class (provided by the County).** Duties include but are not limited to:

- Following, enforcing and being responsible for all program regulations and operating standards.

- Responsible for safety and well being of children.
- Completing and following daily schedule as coordinated by Camp Director.
- Responsible for keeping supplies, equipment, vehicles and facilities in good condition.
- Responsible for accurately completing required paperwork as designated by Camp Director.
- Resolving conflicts between children.
- Administering First Aid to participants as needed.
- Transporting children to scheduled activities as coordinated by Camp Director in a safe manner.
- Coordinating team building activities as needed.
- Knowing and following all regulations including those required by the Dept. of Health & Mental Hygiene.

There are two (2) positions for Youth in Action Camp Counselors.

### **Leaders Club Director**

The Leaders Club Camp Director position for Kent County Parks & Recreation requires extensive experience with middle school aged children and knowledge of current camp development and design. The 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 campers and will be required to work with each group of children on special activities of the Director's choice each week. Camp Directors must be at least **21 years of age** to be considered for the position. This position is considered to be 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 (early June – mid August). Aside from the County requirements for employment 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). Additionally, candidates must have a valid driver's license, supply a copy of a 3 year driving record from the MVA at the time the application is filed, and completion of a defensive driving class (provided by the County).** Duties include but are not limited to:

- Designing the basic structure for the 6 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 for groups.
- 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 & Mental Hygiene.
- The position is **40 hours per week mid June to the week of staff orientation**. The position is up to **48 hours per week for the 6 weeks the program is in session**. The position is primarily responsible for coordinating the full summer program including planning (lesson plans, trips, special guests, etc.), implementation, supervising staff, and end of program administrative paperwork.
- Other duties as assigned.

There is one (1) position for Leaders Club Director.

### **Leaders Club Counselor**

The Leaders Club Counselor position for Kent County Parks & Recreation requires extensive experience with middle school aged children and knowledge of age appropriate activities. Candidates 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. Candidates must be able to resolve conflicts with children and parents, possess the ability to be firm but friendly and must be able to be articulate and professional when dealing with parents, children and co-workers. Priority will be given to those candidates who are available for the entire camp schedule and orientation (late June – mid August). This position is one that is in the public eye and should always reflect a professional manner as well as

excellent character attributes. Aside from the County requirements for employment 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). Additionally, candidates must have a valid driver's license, supply a copy of a 3 year driving record from the MVA at the time the application is filed, and completion of a defensive driving class (provided by the County).**

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 Supervisor.
- 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 participants 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 policies and procedures of the Department and Program.
- Attending End of Summer Trip (Return at approximately 10 pm).

There are two (2) positions for Leaders Club Counselor.

#### **Playground Leader**

The Playground Leader position for Kent County Parks & Recreation requires experience with children and knowledge of age appropriate activities. Leaders must have good communication skills, experience in planning recreation and sporting activities, possess the ability to be firm but friendly with children and must be able to be articulate and professional when dealing with other staff, children and parents. This position requires the candidate to work independently as well as in a team atmosphere, be responsible for the safety of children while in attendance, be able to design plans that will include sports, games, arts & crafts and participate with the children in all activities. Leaders must be at least **18 years of age** to be considered for the position. Weeks and hours of employment for Garnett Elementary School or Rock Hall Civic Center are 8:45 am - 5 pm, Monday - Friday. This position is considered to be 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 program schedule and orientation (late June – early August). Aside from the county requirements for employment 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).** Duties include but are not limited to:

- Responsible for the safety and well being of participants.
- Completing and following lesson plans for daily activities.
- Responsible for keeping supplies, equipment and facilities in good condition.
- Resolving problems and conflicts between participants.
- Administering First Aid to participants as needed.
- Knowing and following all regulations including those required by the Dept. of Health & Mental Hygiene.

There are two (2) positions for Playground Leader.

#### **Playground Aide**

The Playground Aide position for Kent County Parks & Recreation requires minimal experience with elementary age children. Aides must have good communication skills, experience in participating in recreation and sporting activities, possess the ability to be firm but friendly with children and must be able to be articulate and professional when dealing with other staff, children and parents. This position requires the candidate to work in a team atmosphere, be responsible for the safety of children while in attendance, and participate with the children in all activities. Aides must be at least **16 years of age** to be considered for the position. Weeks and hours of employment for Garnett or Rock Hall Elementary School are 8:30 am - 5 pm, Monday – Friday. This position is considered to be 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 (late June – early August). . Aside from the county requirements for employment 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)**. Duties include but are not limited to:

- Responsible for the safety and well being of participants.
- Following lesson plans for daily activities.
- Responsible for keeping supplies, equipment and facilities in good condition.
- Resolving problems and conflicts between participants.
- Administering First Aid to participants as needed.
- Knowing and following all regulations including those required by the Dept. of Health & Mental Hygiene.

There are two (2) positions for Playground Aide.

### **Head Lifeguard**

The Head Lifeguard position for Kent County Parks and Recreation 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 Millington, Worton, and Rock Hall), work weekends and holidays, be available Memorial Day weekend through Labor Day weekend, and be professional dealing with other staff, children and adults. The position requires the candidate to be responsible for maintaining the pool facility, grounds, equipment and collection of monies. Head Lifeguards must be at least **18 years of age** to be considered for the position. This position is considered to be one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. Aside from the County requirements for employment this **position requires candidates to have current First Aid & CPR certification for the professional, Lifeguard Training, PSO certification, as well as 3 years experience as a lifeguard. WSI certification or equivalent preferred but not required**. 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 state.
- Guidance, supervision and evaluation of lifeguards.
- Responsible for efficient money collection and recording (Millington and Bayside Pools).

There are four (4) positions for Head Lifeguard.

### **Lifeguard**

The Lifeguard position for Kent County Parks and Recreation 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 Millington, Worton and Rock Hall), work weekends and holidays, be available Memorial Day weekend through Labor Day weekend, and be professional dealing with other staff, children and adults. The position requires the candidate to be responsible for maintaining the pool facility, grounds, equipment and collection of monies. Lifeguards must be at least **15 years of age** to be considered for the position. This position is considered to be one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. Aside from the County requirements for employment this **position requires candidates to have current First Aid & CPR certification for the professional and Lifeguard Training certification. PSO and/or WSI certification or equivalent preferred but not required**. 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.
- Responsible for efficient money collection and recording (Millington and Bayside Pools).
- Assisting with swim lessons as needed.

There are fifteen to eighteen (15-18) positions for Lifeguard.

### **Swim Instructor**

The Swim Instructor position for Kent County Parks and Recreation 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 **18 years of age** to be considered for the position. In addition, the candidate must be available for (3), two week morning (8 am-12pm) and/or evening (7 pm-8 pm) sessions from early July – mid August, in addition to prior planning time. This position is considered to be one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. Aside from the County requirements for employment this **position requires candidates to have current First Aid & CPR certification for the professional, and American Red Cross Water Safety Instructor (WSI) certification or equivalent.** Duties include but are not limited to:

- Responsible for the safety of the public.
- Administering First Aid to participants as needed.
- Creating and following lesson plans for the American Red Cross Swimming Lessons.
- Supervising and guiding assistant instructors.
- Knowing and following policies and procedures as stated in policy manual, as well as mandated by the state.

There are two (2) position for Swim Instructor.

### **Assistant Aquatics Coordinator**

The Assistant Aquatics Coordinator position for Kent County Parks and Recreation requires extensive experience working with the public and water safety, as well as administrative experience in running a team of lifeguards. Candidates must have good communication skills, be willing to travel between sites within Kent County (including Millington, Worton, and Rock Hall), work weekends and holidays, be available Memorial Day weekend through Labor Day weekend, 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 trainings, scheduling and general administration of the Kent County Parks & Recreation Aquatics programs. The candidate must be at least **21 years of age** to be considered for the position. This position is considered to be 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 (mid May – mid September). Aside from the County requirements for employment this **position requires candidates to have current First Aid & CPR certification, Lifeguard Training, PSO certifications, and a minimum of 3 years experience as a head lifeguard or similar aquatics administrative experience, have a valid driver's license, supply a copy of a 3 year driving record from the MVA at the time the application is filed, and completion of a defensive driving class (provided by County).** **WSI certification or equivalent preferred but not required.** 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.
- Guidance, supervision and evaluation of lifeguards.
- Knowing, following, and enforcing policies and procedures as stated in policy manual, as well as mandated by state.
- Assist the Program Coordinator in creating, scheduling and executing staff in-service trainings, swim lessons and other aquatics programs.
- Other duties as assigned.
- The position is 20 hours per week from early May to opening weekend including staff training; 20 hours per week from opening weekend to mid June; 40 hours per week once pools open daily until weekends only in late August; 20 hours per week from late August until one week after Labor Day weekend.

There is one (1) position for Assistant Aquatics Coordinator

### **Pool Attendant**

The Pool Attendant position for Kent County Parks and Recreation requires experience working with the public and water safety. Pool Attendants must have good communication skills, be willing to work weekends and holidays, be available Memorial Day weekend through Labor Day weekend, and be professional dealing with other staff, children and adults. The position requires the candidate to be responsible for assisting in maintaining the pool facility, grounds, equipment and collection of monies. Pool Attendants must be at least **16 years of age** to be considered for the position. This position is considered to be one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. Aside from the County requirements for employment this **position requires candidates to have current First Aid & CPR certification**. Duties include but are not limited to:

- Sale of facility access cards, season passes, and collection of monies.
- Proper accounting of all monies collected.
- Responsible for keeping supplies, equipment and facilities in good condition.
- Knowing and following policies and procedures as stated in policy manual.
- Assist in administering First Aid to participants as needed.

There are three (3) positions for Pool Attendant.

### **Park Supervisor (This position is under the supervisor of Kent County Public Works Department)**

The Park Supervisor position requires experience in facility and park management. Candidates must have good communication skills, be willing to work evenings and some weekends and be able to work well with the public. This position requires the ability to work independently and be responsible for maintaining facility equipment, securing County parks, in addition to grounds maintenance as needed. Grounds Maintenance will include cleaning of bathrooms, picking up litter from fields, and other duties. Candidates must be at least **18 years of age** and available from early April through October to be considered for the position. This position is considered to be one that is in the public eye and should always reflect a professional manner as well as exceptional character attributes. Aside from the county requirements for employment this **position requires candidates to have current First Aid & CPR certification (provided by County as part of orientation) and proof of age (photo ID, a valid driver's license, and a copy of a (3) year driving record from the MVA at the time the application is filed**. Duties include but are not limited to:

- Responsible for maintaining park facility, equipment, and grounds.
- Administering First Aid to participants as needed.
- Knowing and enforcing park rules and regulations.
- Able to work weekends.

There are two (2) positions for Park Supervisor. Applications for the Park Supervisor position will be accepted at the Parks and Recreation office, however, they will be forwarded to the Kent County Public Works Complex located at 709 Morgnec Rd., Chestertown, MD. Please call 410-778-2600 for more information about the Park Supervisor position.