

KENT COUNTY PARKS & RECREATION
P.O. Box 67 / 11041 Worton Rd * Worton, MD 21678
410-778-1948 / Email: info@KentParksAndRec.org

School Year Seasonal Job Summaries
(Applications accepted July 1st 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. 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.

Note: Positions for Elementary Afterschool and Facility Supervisor require working a minimum of two County sponsored special events from September to June.

*** 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.**

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, and have dependable transportation. 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 Kent County Parks & Recreation and the Kent County Public Schools and reports to the Recreation Program Coordinator at KCP&R. This position is one that is considered to be 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 (late August) 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 (each school varies 2:40/3:30) until 6:00 p.m. daily. Directors are required to visit the KCP&R office a minimum of once per week to pick up supplies, turn in paperwork, deliver flyers to schools, and other reasons as needed as it relates to the position. Candidates are required to hold current First Aid & CPR certification.

There are five positions for Director.

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 **16 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, and have dependable transportation. 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 considered to be 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 (late August) 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 (each school varies 2:40/3:30) until 6:00 p.m. daily. Candidates are required to hold current First Aid & CPR certification.

There are five positions for Aide.

Facility Supervisors

Kent County Parks and Recreation is seeking Facility Supervisors for weekday evenings and weekends at the Kent County Community Center and weekday evening programs at Garnett Elementary School, Rock Hall Elementary School, Galena Elementary School, and Kent County Middle School. These positions require individuals to be at least **18 years of age** with dependable transportation, as well as be honest, responsible, firm yet friendly, able to control groups of individuals participating in sporting events and activities, courteous and helpful and must possess good organizational and communication skills. Successful candidates will be responsible for the safety of individuals participating in our programs and basic care of the facility and equipment used. The Facility Supervisor is responsible for opening, closing and securing the facility, collecting payments, recording payments and attendance, as well as checking the facility often for vandalism and other problems. Facility Supervisors placed at school sites are required to visit the KCP&R office a minimum of once per week to pick up supplies, turn in registrations and payments, and other reasons as needed as it relates to the position. Facility Supervisors at school sites must be available the entire season from late October – March. Facility Supervisors for the Community Center must be available year round.

There are five to seven positions for Facility Supervisor.

Special Events Assistant

A Special Events Assistant for Kent County Parks and Recreation requires minimal experience with school age children. Candidates are responsible for set up and clean up of events, leading games and activities, giving instructions for crafts, and assisting with special and sporting events. Candidates must be at least **16 years of age**, be responsible, have dependable transportation, 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 from September - June.

There are three positions for Special Events Assistant.

Youth Basketball Official

A Youth Basketball Official requires a solid knowledge of the game of basketball, must be professional in appearance and demeanor, and have a desire to provide quality programming for youth ages 9-13. Candidates must be at least **18 years of age**, and are responsible for working to create a positive environment in which youth can learn the game and grow as people. Candidates must maintain a professional appearance and demeanor during all basketball league events when interacting with players and spectators. This position is one that is in the public eye and should always reflect a professional manner as well as excellent character attributes. Candidates must be willing to work Friday evenings and some weekends as well as attend an official's clinic prior to starting the season.

There are six to eight contracted (vendor responsible for applicable income taxes) positions for Youth Basketball Official.

Volunteer Youth Basketball Coach

A Volunteer Youth Basketball Coach requires a solid knowledge of the game of basketball, must be professional in appearance and demeanor, and have a desire to provide quality programming for youth ages 7-13. Candidates are responsible for working to create a positive environment in which youth can learn the game and grow as people. Candidates must maintain a professional appearance and demeanor during all basketball league events when interacting with players and spectators. This position is one that is in the public eye and should always reflect a professional manner as well as excellent character attributes. Candidates must be willing to volunteer 2-3 nights per week November through March for games and practices as well as attend a coach's clinic prior to starting the season.

“Specialty” Instructors and Assistants

Each season 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
- Youth Tumbling/Gymnastics Instructors
- Youth Tumbling/Gymnastics Assistants
- Aerobics/Fitness Instructors
- Art Class Instructors
- Health/Wellness/Safety Class Instructors

Other Specialty Instructors for Youth & Adult 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 an assistant varies depending on experience and background. If you have a new programming idea and can instruct in it, please contact Kent County Parks and Recreation at 410-778-1948 or by email at info@kentparksandrec.org.