



Department: St. Mary's County Recreation and Parks
Division: Recreation
Position: Summer Camp – Specialized Leader - Teens
Rate: Starting at \$17.05/hour
Job Location: Hollywood Recreation Center
Hours: Part-time, Monday – Friday, must be available to work 6:45am-5:45pm, June – August (30-40 hours/week)
Must be available to work from June 10 – August 9, 2023

Supervision:

Reports to the Program Coordinator

General Statement of Duties:

Responsible for the operation of a summer camp program by enthusiastically leading campers aged 12-16 in field trips, group games, crafts, outdoor games and other activities. Plan trips for campers that will engage and interest the specified age group, adjusting plans as needed to match campers' interests. Drive passenger van to trips. May handle petty cash. Ensure all campers actively participate in activities, modifying activities as needed. Implement accommodation plans for special needs campers, taking direction from inclusion staff and coordinator. Communicate with stakeholders which include camp staff, campers, parents, field trip vendors, and Recreation and Parks staff. Provide supervisory support to Childcare Division Administration staff by actively supervising counselors and inclusion aides. Always supervise campers to ensure safety. Ensure all state licensing regulations and department policies are followed.

Essential Responsibilities:

The specialized leader will:

- Always maintain a professional self-image and project the values of the department
- Plan and implement varied, developmentally appropriate trips, activities and daily schedule that are in line with the approved budget
- Communicate with vendors prior to camp season to plan activities and trips
- Always maintain a professional self-image and project the values of the department
- Interact respectfully and professionally with all campers, parents, and staff keeping in mind individual differences
- Act as primary contact to communicate with parents and coordinator. Communicates daily with parents and coordinator regarding schedules, policies, campers' progress, areas of concern and needs, accidents and incidents
- Follow and enforce all state licensing regulations and department policies including Health & Safety Plan, Transportation Plan, Field Trip Plan, Pool/Water Safety Plan
- Comply with staff-camper ratios in accordance with state licensing regulations
- Actively supervise campers at the program location and off-site locations, maintain behavior protocols and assist campers with inclusion into program activities
- Facilitate and participate in outdoor activities, group games and art projects
- Monitor individuals and/or groups of campers in a variety of settings (e.g. classroom, playground, outdoors, gymnasiums, field trips, etc.) for the purpose of enforcing program

rules and procedures regarding camper behavior and participation and/or providing a safe, respectful and positive multicultural environment

- Ensure campers, parents and coordinator are notified of weekly activities and any special requirements for trips, including but not limited to waivers and materials needed for trips and activities
- Review daily lesson plans and schedule; be prepared to implement and improvise as needed with input from campers
- Chaperone field trips keeping careful count of campers and supervising campers at all times to maintain behavior protocols and assist campers as needed
- Review accommodation plans for campers to assist in fully implementing planned modifications; suggest additional modifications through hands on experience with campers
- Acquire petty cash from coordinator, obtain receipts and turn in receipts and cash each day
- Complete all paperwork, including behavior/incident reports, accident reports, and logs in compliance with regulations and Recreation and Parks policies
- Maintain orderly files of all required licensing paperwork for campers and staff
- Monitor campers' attendance by ensuring campers are signed in and out daily; report any unplanned camper absences of more than 1 day to the coordinator
- Follow all state regulations regarding the handling and storage of medication
- Act as a positive role model for the campers and an advocate of inclusion in the community
- Maintain all program materials and locations in a clean and orderly manner
- Adhere to established discipline procedures and policies
- Anticipate potential disputes among campers, redirect campers and when necessary handle disputes fairly with appropriate consequences; refer severe behavior concerns to the coordinator
- Collect, review, approve and submit staffs' timesheets by established deadlines
- Observe staff; reinforce and acknowledge positive outcomes, coach staff on areas needing improvement and follow department's progressive discipline process as needed
- Complete performance evaluations on staff
- Communicate additional directives from the main office to all staff in a timely manner
- Adhere to department's confidentiality policies
- Attend mandatory meetings and trainings
- Complete other duties as assigned by recreation specialists or coordinator

Job Specifications:

Minimum Qualifications:

Education/Experience:

Level I – Must hold Maryland State Department of Education (MSDE) School Age Lead Teacher qualification OR Bachelors’ Degree in a related field AND 1-3 years of experience working with children ages 12-16.

Level II – Must hold MSDE School Age Site Director qualification OR Bachelors’ Degree in a related field AND a minimum of 3 years of experience working with children ages 12-16.

Level III – Must hold a valid teacher’s certification AND have a minimum of 5 years of experience working with children ages 12-16.

For all levels: Must have transportation to various sites throughout the county.

Licenses and/or certifications: Must maintain current approved CPR/First Aid certifications. Must have a valid driver’s license and ability to drive a 10-passenger van.

Required Knowledge and Skills/Abilities:

- Judgement/Decision Making – Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions. Understands licensing regulations, effectively communicates them to others and enforces them.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations and the public. Effectively responds to and resolves complex inquiries.
- Communication – Considerable ability to effectively communicate complex ideas and proposals. Ability to listen and understand information and ideas presented verbally or in writing. Ability to professionally and effectively communicate with camp staff and families in writing and verbally. Ability to contact vendors to plan and schedule trips and activities. Ability to communicate effectively with teens.
- Leadership – Takes charge of program and leads by example. Employee is often “the face of the department.” Researches and coordinates with vendors to schedule activities. Sets the example for other staff and for impressionable campers.
- Ability to be flexible in schedule and personal objectives. Ability to adjust schedule based on campers’ interests and unpredictable circumstances. Highly motivated advocate for persons with disabilities.

Additional Requirements:

An acceptable general background investigation to include a federal, state and local state criminal history, and a sex offender registry check. Individuals in this position cannot be listed as having a founded child abuse or neglect complaint and must pass a Child Protective Services check. Must always maintain approved CPR and First Aid certification. Must complete additional training as required by state licensing agencies.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to stand; walk; run; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The

employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. The employee often participates in activities with teens including, but not limited to: swimming, go-karting, bowling, fishing, hiking, biking, sports activities and driving, standing and walking for long periods of time. Employee must be able to communicate with people. Specific hearing abilities required by this position include hearing normal conversations, alarms and other emergency signals. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. The employee will be required to work outside for long periods of time.

Site Locations: Hollywood Recreation Center, Carver Recreation Center, Margaret Brent Recreation Center, Chancellor's Run Regional Park

To Apply: Complete the Recreation and Parks application form found at www.stmaryscountymd.gov/docs/jobapplication.pdf

Contact: Kelsey Jijon, Youth and Camp Programs Coordinator, 301-373-4689, kelsey.jijon@stmaryscountymd.gov