

COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND
DEPARTMENT OF PARKS & RECREATION
11041 Worton Rd * P.O. Box 67 * Worton, MD 21678
410-778-1948 * info@KentParksAndRec.org * www.KentParksAndRec.org

School Year Seasonal Job Summaries
(Applications Accepted July 1st)

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 criminal records history searches. Applications may be obtained in person at the Parks & 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 or info@KentParksAndRec.org.

~ PLEASE INQUIRE ABOUT PAY RATE INFORMATION ~

Note: Positions for Elementary After School, Tumbling & Movement, and Evening School Facility Supervisor require working two to three 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 regularly scheduled 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. 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 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 and runs until 6 pm daily. Directors are required to visit the KCPR 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. 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.***

There are five (5) 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. 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 2:30-3:30 pm) 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.*

There are five (5) positions for Aide.

Community Center Facility Monitor:

The Community Center Facility Monitor position requires individuals to be at least **21 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 activities, possess good organizational and communication skills, and must be knowledgeable and comfortable with various computer programs. Successful candidates will be responsible for the safety of individuals participating in programs and basic care of the facility and equipment used. 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 and checking for vandalism. The Community Center Facility Monitor will be required to work weekday evenings and weekends as needed. The Community Center Facility Monitor must be available year round. In addition to the pre-employment requirements this **position requires candidates to hold a current certification in CPR and First Aid or have the ability to 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 programming equipment.

There are six (6) to eight (8) positions for Community Center Facility Monitor.

Evening School Facility Supervisor:

The Facility Supervisor position requires individuals to be at least **21 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 payments, recording payments and attendance, as well as checking the facility often for vandalism and other problems. Facility Supervisors will be required to work weekday evenings at H.H. Garnett Elementary School, Rock Hall Elementary School, Galena Elementary School, and/or Kent County Middle School. The Facility Supervisor at school sites is required to visit the KCPR 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. In addition to pre-employment requirements this **position requires candidates to hold a current certification in CPR and First Aid or have the ability to 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.

There are five (5) to seven (7) positions for Evening School 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, 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. In addition to pre-employment requirements this **position requires candidates to hold a current certification in First Aid or have the ability to 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.

There are three (3) positions for Special Events Assistant.

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 5-13. 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 volunteer two to three nights per week November-March for games and practices, as well as attend a mandatory coaches' orientation and clinic prior to the season starting. All volunteers are required to be screened for a criminal history records search. Physical demands/expectations may include, but are not be limited to, the occasional lifting of up to 25 pounds and actively engaging in indoor recreational activities with participants.

The number of positions for Volunteer Youth Basketball Coach varies each year depending on the number of teams formed.

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 **21 years of age**, 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 responsible for the safety of the students at all times 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 have the ability to inspire and encourage students throughout their tumbling and movement experience. The position is one that is considered to be in the public eye and successful candidates must reflect a professional manner and exceptional character attributes. Candidates who can commit to work every Saturday from 8 am until 12:30 pm for an 8 to 10 week period (mid-January to early April) will have first consideration for the position combined with experience and background. **In addition to pre-employment requirements, candidates must hold current certification in CPR & First Aid or have the ability to obtain 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, demonstrating tumbling movements, actively engaging in indoor recreational activities with participants, and lifting programming equipment.

There is one (1) position for Tumbling and Movement Instructor.

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**, have good communication skills, be able to demonstrate skills to students, and be responsible and enthusiastic. The position requires individuals to be responsible for the safety of the students at all times. Other responsibilities will include the proper use of equipment, spotting, and supervising students during instructional time. Successful candidates must be team oriented and have the ability to inspire and encourage students throughout their tumbling and movement experience. The position is one that is considered to be in the public eye and successful candidates must reflect a professional manner and exceptional character attributes. Candidates who can commit to work every Saturday from 8 am until 12:30 pm for an 8-10 week period (mid-January to early April) will have first consideration for the position combined with experience and background. 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.

There are two (2) positions for Tumbling and Movement Assistant.

"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
- 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 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 & Recreation at 410-778-1948 or by email at info@KentParksAndRec.org.

Physical demands/expectations of these positions will require the occasional lifting of up to 50 pounds, light cleaning, actively engaging in indoor recreational activities with participants, and lifting programming equipment.