

**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**

Dear Applicant,

Thank you for considering seasonal employment opportunities with Kent County Parks and Recreation. We ask that you please be certain to take the following into consideration as you review job summaries:

- Consideration will only be given to applicants who are ready to meet the challenge of expecting and accepting nothing short of the best as it relates to becoming an employee of KCPR
- Consideration will only be given to applicants who understand that KCPR is not obligated to rehire any current or previous employee, regardless of performance or number of years worked
- Consideration will only be given to applicants who have, and will maintain, a positive, enthusiastic and friendly spirit
- Consideration will only be given to applicants who have a can-do attitude and can adapt to change with a positive spirit
- Consideration will only be given to applicants who are willing to learn from others as well as give to others
- Consideration will only be given to applicants who are able to work together to meet the goals, objectives, and mission of the position, program, and department
- Consideration will only be given to applicants who recognize and understand that they are in the public eye and should always reflect a professional manner as well as exceptional character attributes
- Consideration will only be given to applicants who at all times SUPPORT and UPHOLD the Six Pillars of Character Counts

**RESPECT~FAIRNESS~TRUSTWORTHINESS~CARING~RESPONSIBILITY~CITIZENSHIP**

- Consideration will only be given to applicants who understand that if they are hired and do not adhere to the policies and procedures set forth by the supervising staff and department, they are subject to immediate dismissal from their duties

If you submit an application for employment we will expect that you have read all of the above and that you are familiar with what is expected of you if you are successful in becoming an employee of Kent County Parks and Recreation. The list above is partial and does not include all employee and department expectations and policies. Should you become employed with us, a more detailed review of department policies and procedures, as well as employee expectations, standards and practices, will be reviewed during staff orientation.

We wish you the best as you consider employment with the Department of Parks and Recreation.

Sincerely,

*Myra S. Butler*

Myra S. Butler  
Director

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School Year Seasonal Job Summaries  
(Applications accepted July 1<sup>st</sup>)

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 Program Assistant/Substitute Director:**

The Elementary After School Program Assistant/Substitute Director position requires extensive experience with elementary school age children in the areas of recreation, arts and crafts, and physical activities. The Program Assistant/Substitute Director must be at least **21 years of age**, have excellent communication, organization, and time management skills, be able to resolve conflicts with staff, children and parents, have knowledge and a background dealing with children's behavior, and be responsible, creative and enthusiastic when working with children. This position requires a close working relationship with the Program Coordinator, general oversight of program staff at school sites, and flexibility in availability each day to visit sites, deliver supplies, and collect paperwork as needed. The position will serve as a Substitute Director in the absence of scheduled staff. 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. The Program Assistant/Substitute Director must be available beginning the first day of school (early September) until the last full day of school (early June). Candidates who can work three to five days per week and can work from 3 pm-6:30 pm each day will have first consideration combined with experience and background. 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), proof of age (photo ID), and a three-year driving record.** 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 is (1) one position for Program Assistant/Substitute Director.

**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 (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.*

There are (3) three 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 **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 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 (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.*

There are (3) three positions for Aide. Substitutes needed.

#### **Community Center Facility Monitor:**

The Community Center Facility 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, some holidays 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 & 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 (6) six to (8) eight 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 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 and visit the KCPR office a minimum of once per week to pick up supplies, turn in registrations, and other reasons as needed as it relates to the position. The Facility Supervisor must be available the entire season from late October to early March. In addition to pre-employment requirements this **position requires candidates to hold a current certification in CPR & 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 (5) five to (7) seven positions for Evening School Facility Supervisor. Substitutes needed.

#### **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 **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 from August-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 (3) three 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 criminal history records searches. 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 (18 years of age considered if exceptionally 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 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 8:30 am until 1 pm for an eight week period (late January to late March) 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 (1) one 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 (15 years of age if exceptionally qualified)**, 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 8:30 am until 1 pm for an eight week period (late January to late March) 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 (2) two positions for Tumbling and Movement Assistant. Substitutes needed.

**“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 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](mailto: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.