

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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**Summer Seasonal Job Summaries
(Applications Accepted January 2nd)**

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.

Seasonal employees are classified as contractual employees and are required to sign an employment agreement after successful completion of all pre-employment requirements.

~ 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 regularly scheduled staff. Please inquire.**

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 recreational activities, possess good organizational and communication skills, and 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. The Community Center Facility Monitor will be required to work weekday evenings in the absence of full-time staff and weekends as needed. The Community Center Facility Monitor must be available year-round. 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. In addition to the pre-employment requirements this **position requires candidates to have a pre-employment medical form completed, attend orientation, hold a current certification in CPR and First Aid or have the ability to obtain certification within the first 30 days of employment and proof of age (photo ID).**

Physical demands/expectations may include, but are not limited to, walking and standing for extended periods of time, the occasional lifting of up to 50 pounds, light cleaning, and moving program equipment.

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

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 Day Camp 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 children and will be required to work with each group of children on special activities each week. The Day 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 including orientation (mid-June to mid-August). In addition to pre-employment requirements this **position requires candidates to have a yearly pre-employment medical form completed (a negative TB test required for first year employees), attend orientation, current First Aid & CPR certification (offered during orientation) and proof of age (photo ID). Additionally, candidates must have a valid driver's license, supply a copy of a (3) three-year driving record from the MVA at the time the application is filed, and completion of a defensive driving class (offered during orientation).**

Duties include but are not limited to:

- Designing the basic structure for the (8) eight-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.
- 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.
- Other duties as assigned.
- The position requires a (50) fifty hour per week (ten hours per day) during the (8) eight-week program.

Physical demands/expectations may include but are not limited to the occasional lifting and/or moving of up to 25 pounds, light cleaning, driving, and actively engaging in indoor/outdoor recreational activities with participants.

There is (1) one 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 pre-school and elementary age children and knowledge of current camp development and design. The Kiddie Camp 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 children and will be required to work with each group of children on special activities week. The Kiddie 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 (mid-June to mid-August). In addition to pre-employment requirements this **position requires candidates to have a yearly pre-employment medical form completed (a negative TB test required for first year employees), attend orientation, current First Aid & CPR certification (offered during orientation) and proof of age (photo ID). Additionally, candidates must have a valid driver's license, supply a copy of a (3) three-year driving record from the MVA at the time the application is filed, and completion of a defensive driving class (offered during orientation).**

Duties include but are not limited to:

- Designing the basic structure for the (8) eight-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.
- 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.
- Other duties as assigned.
- The position requires a (50) fifty hour per week (ten hours per day) during the (8) eight-week program.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 25 pounds, light cleaning, driving, and actively engaging in indoor/outdoor recreational activities with participants.

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

Camp Counselor (Kiddie Camp or Day Camp):

The Camp Counselor position for Kent County Parks & Recreation Summer Day Camp requires experience with elementary age children and knowledge of age appropriate activities. The Camp Counselor must have good communication skills, be willing to work in a team atmosphere, possess the ability to be firm but friendly with children, and must be able to be articulate and remain professional when dealing with other staff, children and parents. The Camp Counselor 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 level of energy, enthusiasm, experience, long term interest in working with children and camps, and can be available for the entire camp schedule and orientation (mid-June to 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. In addition to pre-employment requirements this **position requires candidates to attend orientation, have a yearly pre-employment medical form completed (a negative TB test required for first year employees), current First Aid & CPR certification (offered during orientation) and proof of age (photo ID).**

Duties include but are not limited to:

- Responsible for the safety and well-being of children.
- 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 children.
- Administering First Aid to children as needed.
- Knowing and following all regulations including those required by the Department of Health.
- Other duties as assigned.
- The position requires a (45) forty-five per week (nine hours per day) during the (8) eight-week program.

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.

There are (6) six positions for Camp Counselors. Substitutes needed.

Jr. Camp Counselor (Kiddie Camp or Day Camp):

The Jr. Camp Counselor position for Kent County Parks & Recreation Kiddie and Day Camps requires good communication skills, willingness to work in a team atmosphere, and the ability to be firm but friendly with children. The Jr. Camp Counselor must be at least **16 years of age** to be considered for the position. Priority will be given to candidates with high energy levels and enthusiasm and who can be available for the entire camp schedule and orientation (mid-June to mid-August). This position requires the candidate to work independently at times and be responsible for 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. In addition to pre-employment requirements this **position requires candidates to attend orientation, have a yearly pre-employment medical form completed (a negative TB test required for first year employees), current First Aid & CPR certification (offered during orientation) and proof of age (photo ID).**

Duties include but are not limited to:

- Responsible for the safety and well-being of children.
- Following lesson plans as designed and organized by the Director.
- Keeping supplies, equipment and facilities in good condition.
- Resolving problems and conflicts between children.
- Administering First Aid to children as needed.
- Knowing and following all regulations including those required by the Department of Health.
- Other duties as assigned.

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.

There is (1) one 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 middle school age children and knowledge of current camp development and design. The Youth In Action Camp 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 children and will be required to work with each group of children on special activities each week. The 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 (mid-June to mid-August). In addition to pre-employment requirements this **position requires candidates to attend orientation, have a yearly pre-employment medical form completed (a negative TB test required for first year employees), current First Aid & CPR certification (offered during orientation) and proof of age (photo ID). Additionally, candidates must have a valid driver's license, supply a copy of a (3) three-year driving record from the MVA at the time the application is filed, and completion of a defensive driving class (offered during orientation).**

Duties include but are not limited to:

- Designing the basic structure for the (7) seven-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.
- 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.
- Other duties as assigned.
- The position requires a (50) fifty hour per week (ten hours per day) during the (7) seven-week program.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 25 pounds, light cleaning, driving, and actively engaging in indoor/outdoor recreational activities with participants.

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

Youth In Action Camp Counselor:

The Youth In Action Counselor position for Kent County Parks & Recreation requires experience with middle school age children and knowledge of age appropriate activities. The Youth In Action Camp Counselor 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. The Youth In Action Camp Counselor 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 levels of energy, enthusiasm, long term interest in working with children, and who can be available for the entire camp schedule and orientation (mid-June to mid-August). This position requires the candidate to be able to work independently and be responsible for 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. In addition to pre-employment requirements this **position requires candidates to attend orientation, have a yearly pre-employment medical form completed (a negative TB test required for first year employees), current First Aid & CPR certification (offered during orientation) and proof of age (photo ID). Additionally, candidates must have a valid driver's license, supply a copy of a (3) three-year driving record from the MVA at the time the application is filed, and completion of a defensive driving class (offered during orientation).**

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.
- Keeping supplies, equipment, vehicles and facilities in good condition.
- Accurately completing required paperwork.
- Resolving conflicts between children.
- Administering First Aid to children as needed.
- Transporting children to scheduled activities in a safe manner.
- Coordinating team building activities as needed.
- Knowing and following all regulations including those required by the Department of Health.
- Other duties as assigned.
- The position requires up to a (50) fifty hour per week (ten hours per day) during the (7) seven-week program.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 25 pounds, light cleaning, driving, and actively engaging in indoor/outdoor recreational activities with participants.

There are (2) two positions for Youth In Action Camp Counselors. Substitutes needed.

Leaders Club Director:

The Leaders Club Director position for Kent County Parks & Recreation requires extensive experience with middle school age children and knowledge of current camp development and design. The Leaders Club 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, safety of the children and will be required to work with each group of children on special activities each week. The Leaders Club 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 the entire schedule (mid-June to early August). In addition to pre-employment requirements this **position requires candidates to attend orientation, have a yearly pre-employment medical form completed (a negative TB test required for first year employees), current First Aid & CPR certification (offered during orientation) and proof of age (photo ID). Additionally, candidates must have a valid driver's license, supply a copy of a (3) three-year driving record from the MVA at the time the application is filed, and completion of a defensive driving class (offered during orientation).**

Duties include but are not limited to:

- Designing the basic structure for the (6) six-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.
- 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.
- Other duties as assigned.
- The position requires a (40) forty hour per week (ten hours per day) during the (6) six-week program; The last day of the program requires approximately a (15) fifteen-hour day for the end of summer trip.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 25 pounds, light cleaning, driving, and actively engaging in indoor/outdoor recreational activities with participants.

There is (1) one 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. The Leaders Club Counselor 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. The Leaders Club Counselor 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 levels of energy, enthusiasm, long term interest in working with children, and can be available for the entire camp schedule and orientation (mid-June to early August). This position requires the candidate to be able to work independently and be responsible for 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. In addition to pre-employment requirements this **position requires candidates to attend orientation, have a yearly pre-employment medical form completed (a negative TB test required for first year employees), current First Aid & CPR certification (offered during orientation) and proof of age (photo ID). Additionally, candidates must have a valid driver's license, supply a copy of a (3) three-year driving record from the MVA at the time the application is filed, and completion of a defensive driving class (offered during orientation).**

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 children 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 Camp regulations are determined by the Department of Health.
- Other duties as assigned.
- The position requires a (40) forty hour per week (ten hours per day) during the (6) six-week program; the

last day of the program requires approximately a (15) fifteen-hour day for the end of summer trip.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 25 pounds, light cleaning, driving, and actively engaging in indoor/outdoor recreational activities with participants.

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

Head Lifeguard:

The Head Lifeguard position for Kent County Parks & Recreation requires extensive 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 to Labor Day, 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. 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. In addition to pre-employment requirements this **position requires candidates to have a yearly pre-employment medical form completed, have current First Aid & CPR certification for the Professional Rescuer, Lifeguard Certification, Pool and Spa Operation Certification, as well as (3) three years' experience as a Lifeguard.**

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 Department of Health.
- Guidance, supervision and evaluation of lifeguards.
- Responsible for recording attendance (Millington and Bayside Pools).
- Responsible for authorizing issuance of refunds resulting from pool closures as needed.
- Responsible for verifying Pool Cashier start/close money daily.
- Other duties as assigned.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 50 pounds, cleaning, and climbing.

There are (4) four positions for Head Lifeguard.

Lifeguard:

The Lifeguard position for Kent County Parks & 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 to Labor Day, and be professional dealing with other staff, children and adults. The position requires the candidate to be responsible for maintaining the pool facility, grounds, and equipment. 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. In addition to pre-employment requirements this **position requires candidates to have a yearly pre-employment medical form completed, have current First Aid & CPR certification for the Professional Rescuer and Lifeguard Certification and proof of age (photo ID).**

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.
- Assisting with swim lessons as needed.
- Other duties as assigned.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 50 pounds, swimming endurance (500-meter minimum), cleaning, and climbing.

There are (30) thirty 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 weekday mornings from early July-mid August and evenings for two weeks in late May to early June, 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. In addition to pre-employment requirements this **position requires candidates to have a yearly pre-employment medical form completed, have current First Aid & CPR certification for the Professional Rescuer and Water Safety Instructor (WSI) Certificate or equivalent.**

Duties include but are not limited to:

- Ensuring the safety of participants.
- Administering First Aid to participants as needed.
- Creating and following lesson plans for each age group.
- Supervising and guiding assistant instructors.
- Knowing and following policies and procedures as stated in policy manual, as well as mandated by the Department of Health.
- Other duties as assigned.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 50 pounds, swimming endurance (500-meter minimum), climbing, and actively engaging in aquatic activities with participants.

There are (2) two positions for Swim Instructor.

Assistant Aquatics Coordinator:

The Assistant Aquatics Coordinator position for Kent County Parks & Recreation requires extensive experience working with the public and in water safety, as well as administrative experience in scheduling and supervising numerous lifeguards. Candidates must have good communication skills, be willing to travel between sites within Kent County (including Betterton, Millington, Worton, and Rock Hall), work weekends and holidays, be available Memorial Day weekend through mid-September, 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 aquatic programs. The candidate must be at least **20 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 (early May-mid September). In addition to pre-employment requirements this **position requires candidates to have a yearly pre-employment medical form completed, have current First Aid & CPR certification for the Professional Rescuer, Lifeguard Certificate, Pool and Spa Operator Certificate, and a minimum of 3 years experience as a head lifeguard or similar administrative aquatics experience, have a valid driver's license, supply a copy of a (3) three year driving record from the MVA at the time the application is filed, and completion of a defensive driving class (offered during orientation). Water Safety Instructor (WSI) Certificate or equivalent preferred but not required.**

Duties include but are not limited to:

- Keeping supplies, equipment and facilities in good condition.
- Scheduling, supervision, guiding and evaluation lifeguards.
- Knowing, following, and enforcing policies and procedures as stated in policy manual, as well as mandated by the Department of Health.
- Assisting the Program Coordinator in creating, scheduling and executing staff in-service trainings, swim lessons and other aquatic programs.
- Assisting with pool operations and maintenance and resolving system operation issues.
- Other duties as assigned.
- The position is (40) forty hours per week from early May to mid-September.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 50 pounds, swimming endurance (500-meter minimum), cleaning, and climbing.

There is (1) one position for Assistant Aquatics Coordinator.

Lead Pool Cashier:

The Lead Pool Cashier position for Kent County Parks & Recreation requires superior math skills and previous experience and/or the ability to accurately handle and count large volumes of money, have a positive work ethic and attitude for a busy public facility, and possess the ability to work with and be friendly to the general public. The Lead Pool Cashier must have excellent communication skills, be willing to work weekdays, weekends, and holidays, be available Memorial Day weekend to Labor Day, and be professional dealing with other staff, children and adults. The position requires the candidate to be responsible for the upkeep/cleanliness of the pool office and equipment, as well as, dispensing First Aid supplies as needed. 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. The Lead Pool Cashier supervises Pool Cashiers when on duty. The Lead Pool Cashier is **preferred to be at least 21 years of age to be considered for the position, but consideration may be given to exceptionally qualified candidates who are at least 18 years of age.** In addition to pre-employment requirements, this **position requires candidates to have a yearly pre-employment medical form completed, attend orientation, and provide proof of age (photo ID).**

Duties include but are not limited to:

- Performing general cashier duties involving the sale of Facility Access Cards, season pool passes, and pool merchandise.
- Accurately collecting admission fees from pool patrons using County and department cash receipts procedures.
- Recording additional transactions as needed.
- Keeping supplies, equipment and office in good condition throughout shift and at end of shift.
- Accurately counting monies and passes at end of shift and completing paperwork for deposits; Securing bank bag, coinage, and money in designated location.
- Immediately reporting inaccuracies with revenue collected to the Supervisor on duty prior to ending shift.
- Supervising Pool Cashiers while on duty.
- Resolving transaction issues and/or inaccuracies that may arise with Pool Cashiers.
- Being courteous, cheerful, and helpful to patrons.
- Being knowledgeable of the general pool operations, procedures, and policies as stated in the policy manual; Enforcing policies with pool patrons.
- Answering telephone and responding to pool and general aquatic program inquiries.
- Accurately and thoroughly documenting incidents that may arise.
- Assisting in emergency situations.
- Other duties as assigned.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 10 pounds, light cleaning, and sitting for extended periods of time.

There are (2) two positions for Lead Pool Cashier.

Pool Cashier:

The Pool Cashier position for Kent County Parks & Recreation requires above average math skills and the ability to accurately count money. Experience working with the public is also required. Pool Cashiers must have good communication skills, be willing to work weekdays, weekends, and holidays, be available Memorial Day weekend to Labor Day, and be professional dealing with other staff, children and adults. The position requires the candidate to be responsible for the upkeep/cleanliness of the pool office and equipment, as well as, the collection of monies. 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. Pool Cashiers are **preferred to be at least 18 years of age** to be considered for the position, but **consideration may be given to exceptionally qualified candidates who are at least 15 years of age.** In addition to pre-employment requirements, this **position requires candidates to have a yearly pre-employment medical form completed, attend orientation, and provide proof of age (photo ID).**

Duties include but are not limited to:

- Performing general cashier duties involving the sale of Facility Access Cards, season pool passes, and pool merchandise.
- Accurately collecting admission fees from pool patrons using County and department cash receipts procedures.
- Recording additional transactions as needed.
- Keeping supplies, equipment and office in good condition throughout shift and at end of shift.
- Accurately counting monies and passes at end of shift and completing paperwork for deposits; Securing

- bank bag, coinage, and money in designated location.
- Immediately reporting inaccuracies with revenue collected immediately to the Lead Pool Cashier on duty prior to ending shift.
 - Resolving transaction issues and/or inaccuracies that may arise.
 - Being courteous, cheerful, and helpful to patrons.
 - Being knowledgeable of the general pool operations, procedures, and policies as stated in the policy manual; Enforcing policies with pool patrons.
 - Answering telephone and responding to pool and general aquatic program inquiries.
 - Assisting in emergency situations.
 - Other duties as assigned.

Physical demands/expectations may include but are not limited to the occasional lifting of up to 10 pounds, light cleaning, and sitting for extended periods of time.

There are (4) four positions for Pool Cashier.

Concession Stand Attendant II:

The Concession Stand Attendant II position requires previous experience with operational aspects of a concession stand operation or similar food preparation and service operation. The Concession Stand Attendant II position is responsible for ensuring established customer service and customer satisfaction standards are met, assists in ensuring proper cash handling procedures are followed, controlling inventory, preparing and serving food, and supervising staff in the absence of the Manager. The position requires excellent communication skills with staff and customers, as well as, assisting with regularly inspecting equipment. It requires observance of staff to ensure compliance with occupational, health, safety standards, and local and State regulations. The Concession Stand Attendant II position assists in maintaining accurate inventory of food and beverages, monitors waste, and cleans concession equipment and area daily. The Concession Stand Attendant II must accurately take customers' orders, prepare and serve food, operate a cash register, accurately collect money and give correct change, and will be required to prepare daily deposits to be submitted to the Office of Finance. The Concession Stand Attendant II acts as the person in charge in the absence of the Concession Manager when scheduled off. The Concession Stand Attendant II 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. Priority will be given to candidates who can be available for the entire concessions schedule (Memorial Day weekend to Labor Day) and can work a flexible schedule including weekends, afternoons, and evenings. In addition to pre-employment requirements, this **position requires candidates to have a yearly pre-employment medical form completed, attend orientation, attend a ServSafe Food Handling training and pass the exam, attend CPR/First Aid training (offering during orientation), and provide proof of age (photo ID).**

Physical demands/expectations may include but are not limited to the occasional lifting and/or moving of up to 50 pounds, standing for long periods of time, light cleaning using mops and brooms, and exposure to cleaning chemicals and smoke.

There is (1) one to (2) two positions for Concession Stand Attendant II.

Concessions Stand Attendant I:

The Concession Stand Attendant I position is an entry level position for concession stand operations. Ensuring established customer service and customer satisfaction standards are met is a must, along with effective and efficient communication with all staff and customers, including following proper cash handling policies and procedures. The Concession Stand Attendant I must accurately take customers' orders, prepare and serve food, operate a cash register, accurately collect money, and give correct change. The Concession Stand Attendant I position does not operate the grill or fryer if under 18 years of age. The Concession Stand Attendant I 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. Priority will be given to candidates who can be available for the entire concessions schedule (Memorial Day weekend to Labor Day) and can work a flexible schedule including weekends, afternoons, and evenings. In addition to pre-employment requirements, this **position requires candidates to have a yearly pre-employment medical form completed, attend orientation, and provide proof of age (photo ID).**

Physical demands/expectations may include but are not limited to the occasional lifting and/or moving of up to 50 pounds, standing for long periods of time, light cleaning using mops and brooms, and exposure to cleaning chemicals and smoke.

There are (4) four to (5) five positions for Concession Stand Attendant I.

2/12/2019