



# County Commissioners of Kent County, MD

## Department of Parks & Recreation



11041 Worton Road \* P.O. Box 67 \* Worton, MD 21678 \* 410-778-1948 \* info@KentParksAndRec.org  
 KentParksAndRec.org \* Facebook.com/KentCountyCommunityCenter \* Facebook.com/KentParksAndRecMD

### Seasonal Summer Job & Volunteer Coach Summaries (Applications Accepted January 2<sup>nd</sup> Each Year)

**\*\*Head Lifeguard, Lifeguard and Swim Instructor Employment Partnership with Aquatic Managements Systems (AMS)\*\***  
 KCPR is pleased to announce a partnership with AMS, a full-service pool maintenance and management company that offers seasonal aquatics staff services. Lifeguards, Head Lifeguards and Swim Instructors for Kent County aquatics facilities (public swimming pools – Bayside-Rock Hall, Community Center-Worton and Millington) and Betterton Beach will be hired directly by AMS. **For more information on employment specifically for Head Lifeguard, Lifeguard or Swim Instructor, please contact Ray Gomez at 1-302-373-3663 or [raygomez@ams pools.com](mailto:raygomez@ams pools.com).**

**Seasonal Employment Applicants:** 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. For a portable format document (PDF) of the application packet, please click <http://www.kentparksandrec.org/KCPR%20Employment%20Application.pdf>.

**Volunteer Applicants:** All volunteers recommended for service must meet pre-screening requirements including criminal history searches. For a portable format document (PDF) of the application packet, please click <http://www.kentparksandrec.org/KCPR%20Volunteer%20Application%20Packet.pdf>.

Applications may also be obtained in person at the Parks & Recreation office located at 11041 Worton, Rd. in Worton, MD 21678. For more details regarding pre-employment or pre-screening requirements, please contact the administrative office during administrative staff business hours (8:30 am – 4:30 pm, Monday - Friday) 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. Generally, there are no benefits for seasonal positions, however certain employees may qualify for safe and sick leave.

~PLEASE INQUIRE ABOUT HOURLY 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) - TENTATIVELY AVAILABLE AND WILL BE CONFIRMED AS OPEN OR UNAVAILABLE AFTER FILLING CAMP COUNSELOR POSITIONS:**

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 (tentative).

**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.

### **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 travel between sites (Millington and Worton), 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 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 to (3) three 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 travel between sites (Millington and Worton), 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 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 to (6) six positions for Pool Cashier.

**Betterton Beach Park Supervisor:**

The Betterton Beach Park Supervisor position for Kent County Parks & Recreation must be **at least 21 years of age**. This position requires experience in facility and park management. Applicant must have above average communication skills, be willing to work holidays, early evenings and weekends April through September, and be able to work well with the public. This position requires the ability to work independently and be responsible for knowing and strictly enforcing all park and beach policies and regulations, maintaining facility equipment, securing the bathhouse facility and park, performing landscaping and grounds maintenance as needed. Grounds maintenance will include cleaning of bathrooms, picking up litter from beach and grounds and grass mowing. **Bilingual (English/Spanish) verbal communication skills preferred.** 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 (April - September) and can work a flexible schedule including weekends, mornings, afternoons, and early 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 regularly requiring to stand; use hands to finger, handle, or feel; talk and hear; frequently required to sit; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl; regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

There are (2) two positions for Betterton Beach Park Supervisor.

**Volunteer Youth Softball Coach (Application Must be Submitted and All Requirements Met by March 15):**

A Volunteer Youth Softball Coach requires a solid knowledge of the game of softball, must be professional in appearance and demeanor, and have a desire to provide quality programming for youth ages 5-14. 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 softball league events when interacting with players, parents, officials 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 nights per week for practices and or games from March - June, as well as attend a mandatory coaches' orientation and clinic prior to the season starting. Games will require travel to Queen Anne's County. All volunteers are required to be screened for criminal history records searches. Physical demands/expectations may include, but are not 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 Softball Coach varies each year depending on the number of teams formed.

**Volunteer Youth Running Club Coach (Application Must be Submitted and All Requirements Met by March 15):**

A Volunteer Youth Track & Field/Running Club Coach requires a solid knowledge of track and field/running, 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 track & field/running skills and grow as people. Candidates must maintain a professional appearance and demeanor during all program events when interacting with players, parents 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 nights per week May-June, 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 limited to, the occasional lifting of up to 25 pounds and actively engaging in recreational activities with participants.

The number of positions for Volunteer Youth Track & Field/Running Club Coach varies each year depending on the number of participants registered.