

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Assistant Camp Director
Department of Recreation and Parks

An Equal Opportunity Employer

Assistant Camp Director – Department of Recreation & Parks/Piney Run Park

\$12.82 hourly, 40 hours per week, contractual position March through August 18, 2022

Hours vary and may include evenings and weekends

Apply by 5:00 pm on Thursday, February 3, 2022

Piney Run Park is seeking a collaborative individual with strong organizational skills to help oversee its Nature Camp and assist in supervising all Piney Run Nature Camp staff.

As the Assistant Camp Director, you will be responsible for helping the Camp Director in developing a camp calendar and budget outline, revising camp handbook, applying for grants (where applicable), evaluating counselors, scheduling guest visitors/speakers, scheduling daily camp activities and developing the counselor activity workshop and staff orientation. You will also work with the Camp Director to make sure that all camp supplies are ordered and stocked, maintain a camp health log, and administer medications to campers if required. You may be required to perform routine maintenance to ensure a safe and clean environment for campers and camp staff.

The ideal candidate for this opportunity will be able to demonstrate great written and verbal communication skills, work individually and with a team, enjoy working outdoors, with children, adults, and animals. The individual should understand methods and techniques relating to public relations and programming and understand and enforce Carroll County park rules and regulations.

See next page for full job description

Qualifications:

1. Must be 21 years of age or older
2. Must possess at least 24 weeks of previous experience in camping or children's program as an administrator or supervisor
3. Courses in Nature Interpretation, Environmental Education, Recreation & Parks, Education or other related field
4. At least one-year experience supervising other employees or volunteers in a camp, school, or youth group setting*
5. Valid driver's license
6. Requires a criminal background check as a condition of employment
7. CPR, First Aid, Bloodborne Pathogen and AED certification (or must obtain prior to the first day of camp)

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Benefits of working for Carroll County Government:

- ✓ 40 hours of Sick and Safe Leave

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 12/15/2021
(22-87)

ASSISTANT CAMP DIRECTOR

GENERAL RESPONSIBILITIES

Assists Camp Director with Piney Run Nature Camp. Helps supervise all Piney Run Nature Camp staff. Assists in scheduling and organizing all camp activities. Aides Camp Director with camp themes and curricula, arranges guest speakers, and works within a budget. Assumes Camp Director responsibilities when Camp Director is engaged in other camp duties.

ESSENTIAL TASKS include the following. Other duties may be assigned.

1. Serve as administrative assistant for Camp Director
2. Administer and document medications given to campers per COMAR guidelines
3. Maintain camp health log by documenting each injury and/or illness as required by COMAR
4. Greet and assist camp staff and camp patrons
5. Assist Camp Director in scheduling guest visitors to the camp and scheduling daily camp activities
6. Help Camp Director to keep camp supplies stocked
7. Work with the Health Department or other government agencies responsible for licenses and permits for the Camp
8. Keep staff records and assure receipt of all required background checks and tests in a timely manner
9. Perform routine maintenance as directed to ensure a safe and clean environment for campers and camp staff
10. Perform related duties as to specific assignments
11. Any employee may be identified as Essential Personnel during emergency situations
12. Provides service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
13. Communicate with managers, supervisors, co-workers, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. Must be 21 years of age or older
 2. Must possess at least 24 weeks of previous experience in a camping or children's program as an administrator or supervisor
 3. Courses in Nature Interpretation, Environmental Education, Recreation & Parks, Education or other related field
 4. At least one year experience supervising other employees or volunteers in a camp, school, or youth group setting*
- *A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

1. Demonstrate organizational abilities
2. Understand methods and techniques relating to public relations and programming
3. Understand and enforce Carroll County Park rules and regulations
4. Demonstrate good writing skills

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license
2. Requires criminal background check as condition of employment
3. CPR, First Aid, Blood Borne Pathogen and AED certification (or must obtain prior to the first day of camp)