



Contractual Employment Opportunity

Piney Run Park Summer Camp
Camp Director ~ \$ 17.31 hourly salary
Assistant Camp Director ~ \$12.38 hourly salary
Contractual Positions ~ Available February 2020 – August 5, 2020
Apply By: Friday, January 31, 2020 @ 5:00 p.m.
(Applications will be processed as they are received)

GENERAL RESPONSIBILITIES Plan and oversee all Piney Run Nature Camp. Supervise all Piney Run Nature Camp staff. Schedule all camp activities, including staff training and orientation. Interviews, hires, and supervises all Nature Camp staff. Oversee all camp activities. Plan camp themes and curricula, review lesson plans, arrange guest speakers, apply for grant monies, and works within a budget.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Apply for Grants where applicable.
2. Recruit counselor staff through local colleges and high schools, Interview potential staff. Evaluate senior camp counselors.
3. Schedule guest visitors to the Camp, schedule daily camp activities.
4. Develop the camp calendar and a budget outline. Revise Camp Handbook.
5. Develop and implements senior counselor activity workshop and staff orientation.
6. Order all camp supplies.
7. Work with the Health Department or other government agencies responsible for licenses and permits for the Camp.
8. Hire staff and assure receipt of all required background checks and tests in a timely manner.
9. Maintain camp health log and administers medication to campers if required.

EDUCATION AND EXPERIENCE

1. Requires American Red Cross Standard First Aid and CPR certification.
2. Requires a Bachelor's degree (**Camp Director**)
3. Courses 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. *

* Any equivalent combination of acceptable education and/or experience will be considered.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license
2. Requires a criminal background as a condition of employment

A Carroll County Government job application is required for these positions.

Apply on-line: www.carrollcountymd.gov

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**Posted: 1/17/2020
(20-87)**

Carroll County is an equal opportunity employer