

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



Currently accepting applications for:
Camp Counselor
Department of Recreation and Parks
An Equal Opportunity Employer

Camp Counselor – Department of Recreation and Parks/Piney Run Park

\$13.25 hourly, 40 hours per week, contractual position, June 8 through August 11, 2023

Hours vary and may include evenings and weekends

This position will remain open until filled.

Piney Run Park is seeking 7 Group Leaders and 14 Camp Counselors for our Summer Nature Camp.

Camp Counselors will plan, develop, and conduct nature programs for campers at Piney Run Nature Camp that compliment specified camp curriculum. Counselors named "Group Leader" for each group (K-6th grade) must be at least 18 years of age or a high school graduate and will be responsible for supervising and directing other counselors and campers in their group during all camp activities. All counselors will be responsible for keeping a constant, watchful eye on campers during all activities to ensure safety of all participants and will be expected to act in a lifesaving capacity should an accident occur. Camp Counselors will report to the Camp Director and/or Assistant Camp Director with all information, ideas, and issues that arise.

The ideal candidate for this opportunity will demonstrate maturity in working with children, be proficient at writing and executing lesson plans, be able to stay calm in emergency situations, display good leadership capabilities while giving specific and concise directions to other counselors and campers, and be able to follow directions from the Camp Director, Assistant Camp Director, and other Piney Run Park Staff.

See next page for full job description

Qualifications:

1. Group Leader - 18 years of age or older or a high school graduate. All others – 16 years of age or older or successfully completed 10th grade.
2. Courses in Education, Nature Interpretation, Recreation, or a Natural Science
3. Experience with outdoor living skills such as hiking, camping, and canoeing/kayaking*
4. Requires a criminal background check as a condition of employment
5. 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 Safe & Sick 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
- Request an application by calling our office or sending an email to: careers@carrollcountymd.gov
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

03/13/23
(23-82)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kristy L. Bixler, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.

CAMP COUNSELOR

GENERAL RESPONSIBILITIES

Plans, develops and conducts nature programs for campers at Piney Run Nature Camp. Designs and writes lesson plans and prepares educational material to compliment specified camp curriculum

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

1. Attend the Activities Workshop scheduled for mid May and staff orientation in June
2. Create and implement lesson plans according to given objectives
3. Submit curriculum activities laid out in Nature Quest format
4. Prepare and lead one ten-minute opening ceremony activity per session
5. Participate in scheduled overnights and cookouts
6. Clean and restock work areas
8. Uphold all policies and regulations imposed by Park Management and the Camp Director
9. Use park property and Nature Center and Nature Camp equipment responsibly
10. Direct the campers to design a suitable display or performance to be presented on the last day of each camp session
11. Receive and act upon suggestions made in bi-weekly performance evaluation
13. Complete closing duties before the end of the last day of camp
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. 18 years of age or older or a high school graduate
 2. Courses in Education, Nature Interpretation, Recreation, or a Natural Science
 3. Experience as a camp counselor preferred
 4. Experience with outdoor living skills such as hiking, camping, and canoeing/kayaking*
- * A comparable amount of training and experience may be substituted for the minimum qualifications.*

KNOWLEDGE, SKILLS AND ABILITIES

1. Understand and interpret Carroll County Park rules and regulations to Nature Camp staff and campers and ensures rules are enforced during camp
2. Understand methods of teaching and supervising children at the assigned age group
3. Apply basic knowledge of flora and fauna to counseling activities
4. Exhibit a strong ability to instruct and understand children

CERTIFICATES, LICENSES, REGISTRATIONS

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