

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



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

An Equal Opportunity Employer

Camp Director – Department of Recreation and Parks, Hashawha Environmental Center

\$17.25 hourly, 20 hours per week, contractual position April to November

Hours vary and include evenings, weekends, and holidays

Apply by 5:00 pm on April 5, 2023

The Camp Director for Hashawha is responsible for leading day camp programs throughout the months of July and August. Summer camp groups range from about 25-30 participants. In cooperation with the Naturalist and with the assistance of counselors, the Camp director will conduct activities such as nature hikes and activities, crafts, and games for program participants. Some overnights and campouts required. The Camp Director is responsible for the well-being of all camp participants and must monitor all campers through the day. Additionally, the Camp Director may be asked to assist with nature center programs and building coverage.

The ideal candidate for this position should possess exceptional customer service and public speaking skills. They should be passionate about environmental education and teaching others in a fun, entertaining, and engaging manner. Attention to detail and good record keeping skills are a plus.

See next page for the full job description

Qualifications:

1. Must be 18 years of age or older
2. Courses in Nature Interpretation, Environmental Education, Recreation and Parks, Education, or other related field preferred
3. At least one year experience supervising other employees or volunteers in a camp, school, or youth group setting*
4. Valid driver's license
5. CPR, First Aid, Bloodborne Pathogen, and AED certification (or must obtain prior to the first day of camp)
6. Requires criminal background check as condition of employment

**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
- 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

3/15/2023
(23-83)



CAMP DIRECTOR

GENERAL RESPONSIBILITIES

Plan and conduct camp programs in cooperation with the Park Naturalist, including writing lesson plans and preparing educational materials to compliment specified program curriculum. Assist Park Naturalist with public programs, festivals, birthday parties, and field trips as assigned, including some nights, weekends, and holidays. Supervise volunteer camp counselors.

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

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies and applicable laws
2. Supervise and evaluate volunteer camp counselors
3. In cooperation with the Park Naturalist, prepare, plan, and lead activities and create lesson plans according to given objectives or camp themes
4. Plan, prepare, and lead overnight and cookout activities
5. Supervise participants during camp activities
6. Communicate with participant guardians regarding agendas to ensure participants are prepared for activities
7. Properly report and document issues
8. Uphold all policies and regulations imposed by Park Management
9. Use park property and Nature Center equipment responsibly
10. Assist the Park Naturalist by conducting public programs, festivals, birthday parties, and field trips as assigned
11. Promote Bear Branch Nature Center and the programs in a positive manner
12. Attend appropriate trainings as assigned
13. Perform related duties as to specific assignments
14. Any employee may be identified as Essential Personnel during emergency situations
15. Provides service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
16. Communicate with managers, supervisors, co-workers, and others, maintains confidentiality and represents the County

EDUCATION AND EXPERIENCE

1. Must be 18 years of age or older
2. Courses in Nature Interpretation, Environmental Education, Recreation & Parks, Education, or other related field preferred
3. 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. CPR, First Aid, Blood Borne Pathogen, and AED certification (or must obtain prior to the first day of camp)
3. Requires criminal background check as condition of employment