

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



Currently accepting applications for:
Canoe/Kayak Assistant
Department of Recreation and Parks

An Equal Opportunity Employer

Canoe/Kayak Assistant – 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; first review of resumes occurs February 10, 2023.

Piney Run Park is seeking a Canoe/Kayak Assistant for our Summer Nature Camp.

As the Canoe/Kayak Assistant, you will assist the Instructor in conducting canoeing and kayaking classes for Piney Run Nature Camp. You will be responsible for keeping a constant, watchful eye on all lake-based activities to ensure safety of the participants and to act in a lifesaving capacity should an accident occur.

The ideal candidate for this opportunity will be experienced and comfortable in a canoe and kayak, demonstrate maturity in working with children, be able to stay calm in emergency situations, and be able to follow directions as well as give direction to Counselors and campers.

See next page for full job description

Qualifications:

1. Must be 18 years old or older
2. American Red Cross Lifeguard Training course or approved equivalent (or must obtain prior to the first day of camp)
3. Requires completion of 8-hour American Canoe Association (ACA) Essentials of Canoe Touring Skills Course (or must obtain prior to the first day of camp)
4. Relevant canoeing experience*
5. Requires a criminal background check as a condition of employment
6. 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
- 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

02/03/23
(22-64)

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.

CANOE/KAYAK ASSISTANT

GENERAL RESPONSIBILITIES

Assists the Canoeing Instructor in conducting canoeing classes for the Piney Run Nature Camp. Helps to oversee canoeing activities to ensure safe camp operations.

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

1. Assist Canoeing Instructor with camper canoeing orientations
2. Assist Canoeing Instructor in leading games and events to reinforce canoeing skills
3. Attend camp staff orientation
4. Participate in scheduled staff meetings
5. Assist in the maintenance of all canoeing equipment
6. Exercise the highest standards of canoeing safety at all times
7. Uphold all park, camp and boathouse policies and regulations
8. Assist the canoeing instructor in all waterfront activities
9. Perform related duties as to specific assignments
10. Any employee may be identified as Essential Personnel during emergency situations
11. Provides service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
12. 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. Relevant canoeing experience*

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

KNOWLEDGE, SKILLS AND ABILITIES

1. Demonstrate basic canoeing and kayaking skills
2. Understand and enforce Carroll County Park rules and regulations, particularly those related to waterfront activities, as well as all Nature Camp rules outlined in the Nature Camp Handbook

CERTIFICATES, LICENSES, REGISTRATIONS

1. Requires criminal background check as condition of employment
2. American Red Cross Lifeguard Training course or approved equivalent (or must obtain prior to the first day of camp)
3. Requires completion of 8 hour American Canoe Association (ACA) Essentials of Canoe Touring Skills Course (or must obtain prior to the first day of camp)
4. CPR, First Aid, Blood Borne Pathogen and AED certification (or must obtain prior to the first day of camp)